

Howley Grange Primary School

Full school operation

Revised 23/02/21
Revised 08/06/21



In line with the Department for Education's instruction, it is our plan that Howley Grange will only be open to children of critical workers and vulnerable children.

Our planning is underpinned by the Department for Education's advice on effective infection protection and control.

The protective measures that all schools will have in place are known as the 'System of Controls'. These are divided into two sections: 'Prevention' and 'Response to Infection.'

From 8th March 2021, attendance will be mandatory for all pupils.

Please read this plan in conjunction with the risk assessment found in Annex 1

Prevention:

You must always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

In specific circumstances:

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

Response to any infection:

You must always:

- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.

Prevention	
<p>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>	<p>Pupils, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none"> • they have one or more coronavirus (COVID-19) symptoms • a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms • they have arrived from an amber country, or have transited through one in the past 10 days, must quarantine (Those arriving from a 'red list' country, or have transited through one in the past 10 days, must quarantine in a government-approved facility with a parent or legal guardian rather than at home.) • they have had a positive PCR test <ul style="list-style-type: none"> • They have had a positive LFT, LFTs from home tests still require a confirmatory PCR. The bubble will isolate pending the result. The bubble can be released following discussion with CYP team if the PCR result is negative. <p>Children with the main COVID symptoms must</p> <ul style="list-style-type: none"> • immediately cease to attend and not attend for at least 10 days from the day after: <ul style="list-style-type: none"> -the start of their symptoms -the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD/T) or Polymerase Chain Reaction (PCR) test) (If LFT then a confirmation PCR will need to be taken.) • If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self isolating they will need to restart the 10 day isolation period and book a test • Any pupil who displays signs of being unwell is immediately referred to JC/JP/SV. Temperature checks will be taken as a precaution. • Staff to ensure that any pupils who are displaying Covid symptoms are taken directly to the Business Managers Office, (if this is being used, please alert the member of staff so that they can leave before the pupil is taken in.) The staff member accompanying the child then alerts the office team that there is a pupil in the isolation room the office team will contact their parent/carers to collect them. The staff member will supervise the child at a distance of 2m. If possible the door should be closed and the child viewed through the window in the door. • If a pupil needs to use the bathroom, they should use a separate bathroom ladies staff toilet which will be closed and then cleaned immediately after use.

	<ul style="list-style-type: none"> • If contact with a child or young person is necessary or a distance of 2m cannot be maintained, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn (PPE is available in the Business Managers Office) • 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 • Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. • The child/adult should then be tested for coronavirus. If the test is negative the child can return to the setting assuming they are well enough. If the test is positive, Howley Grange will work with the Health Protection Team to carry out a rapid risk assessment to determine who has been in close contact with the person and will need to self-isolate for 10 days.
<p>Ensure face coverings are used in recommended circumstances</p>	<ul style="list-style-type: none"> • The government is not recommending universal use of face coverings in all schools. • Children in primary school do not need to wear a face covering. • In primary schools where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, where possible staff and visitors are to wear masks. • Staff and visitors can wear masks in classroom where social distancing is not possible. • If anyone has any questions regarding masks, please speak to a member of staff. • Safe wearing of masks requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. • School has a contingency supply of masks. • Face visors or shields should not be worn as an alternative to face coverings.
<p>Ensure everyone is advised to clean their hands thoroughly and more often than usual</p>	<p>children and staff will wash/sanitise their hands;</p> <ul style="list-style-type: none"> • when they enter school • before and after breaktimes • after they have been to the toilet • if they cough or sneeze, • before and after eating • before they leave school. • after they have touched a mask • Our youngest children will be supervised to do this. • Staff will recap the correct hand washing technique and posters around school will remind children of this. • Hand sanitisers are available, stored appropriately in all classrooms and at key points around school.
<p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p>	<ul style="list-style-type: none"> • Tissues will be available in all classrooms and children will be instructed to put them straight in the lidded bin after use. • Teachers will reinforce good respiratory hygiene and posters are in place around school to remind children and staff of the 'catch it, kill it, bin it' approach. • Classrooms will be well ventilated at all times.

	<ul style="list-style-type: none"> Should any pupils struggle to maintain as good respiratory hygiene as their peers (spitting etc) they will need an individual risk assessment to ensure measures can be put in place to reduce the risks. This is not a reason to deny these pupils face-to-face education.
<p>Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents</p>	<ul style="list-style-type: none"> We have increased the amount of times frequently touched surfaces and toilets are cleaned during the school day. Children should be allowed to go to the toilet as they would do in a normal school day, however staff need to be aware of other bubbles using the toilet and ensure that children from different bubbles do not mix. Children will wash their hands afterwards. Each class will have their own allotted set of classroom cleaning equipment. It will be stored appropriately within the classrooms. If we are required to clean an area after a positive case of coronavirus has been identified, we must follow the guidelines (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings). This includes ensuring that all tissues, PPE, and cleaning materials are put in a separate disposal bag that is stored securely for 72 hours before being disposed of.
<p>Consider how to minimise contact across the site and maintain social distancing wherever possible</p>	<ul style="list-style-type: none"> The guidance widely acknowledges that children, particularly our younger ones, cannot socially distance from staff or each other. We will encourage them to do so, however our main focus will be on maintaining distinct bubbles that do not mix. This approach reduces the possible transmission of coronavirus and in the event of having a positive case in school, it will make it easier to identify those who need to self-isolate and keep that number as low as possible. <p>Grouping the children...</p> <ul style="list-style-type: none"> In order to limit social contact, each year group will form a protective bubble with children staying within their class groups wherever possible. Intervention can take place across year groups with the following precautions: <ul style="list-style-type: none"> -Children wash their hands before the session -Groups sizes are kept to a minimum -A record is kept of who had intervention when -Where possible, children from different classes will sit separately -Resources should not be shared between children in different classes/groups In line with the guidance, all teachers and other staff can operate across different groups in order to facilitate the delivery of the curriculum. Where possible, staffing of each remain will remain consistent and staff movement across bubbles will be limited as much as possible. The school day has been re-organised to enable activities such as break times, lunchtimes, start and end times to take place without one bubble coming into close contact with another. <p>At the start and the end of the day...</p> <ul style="list-style-type: none"> In line with the guidance we will be staggering our school day start and end times as we believe this will enable our families to drop off and collect children in as safe a manner as possible. All children will be dropped at their classroom doors with the exception of Year 6 who will enter and leave school through the hall and Year 5 CS arriving and leaving through the main back stairwell entrance, 5 JM will arrive and leave through the garden room. We will be moving to a wide window for drop of and collection from Monday 14th June. All children will be dropped from 8.50-9.05am and collected from 3.05-3.15pm.

- Only one parent or carer brings/collects their child/ren and that drop offs and collections take place in a prompt, timely manner to make way for the next group of families.
- All children should be collected at the end of the day, children in year 5 and 6 are able to walk home if there is a prior agreement with parents and carers in place.
- Pathways in and out of school are wide so families can respect social distancing as they arrive and depart.
- If at all possible, could families with children in Reception, Years 1 and 2 will use the Frankley Avenue entrance, whilst years 3, 4, 5 and 6 use the Howley Grange Road entrance.
- We will offer year group based out of hours sports clubs which take place outdoors and a record of all attendee is kept for track and trace purposes.
- Given that the external school gates will be open at until 9.10 am in the morning and at 2.55pm on the afternoon, no children will be allowed outside during these times.

In our classrooms...

- Our children will be in their uniforms, unless it's PE days when they will come into school in their PE kits.
- Windows and doors will be kept open.
- We have removed soft furnishings and resources that are difficult to clean.
- Each child will have their own resource pack which will limit the sharing of equipment. If there is no option but to share equipment, then it will be limited to use within their bubble and will be thoroughly cleaned or quarantined for 72 hours (in cupboards in the classroom it has been used in) before it is used by other groups. In order to ensure availability of equipment, please book that you are using specific shared equipment eg circuits on the whiteboard in the staffroom. The availability of resources and the quarantine process will result in the need for flexibility in timetabling both in year groups and across the school.
- Each child will have their own seat, which they will use throughout the day and on each day.
- In shared areas eg ICT room tables, touch points and equipment will be cleaned after each bubble has used the area in readiness for the next group.
- Adults are to encourage children to maintain a distance between one another whilst inside and reduce the amount of time that they are in face-to-face contact with one another. Where circumstances allow, adults are to try to distance from children and one another.
- Children with additional needs should receive as much support as normal but adults are to be extra vigilant and mindful of their face-to-face time with the children and reduce this where possible.
- Classrooms need to be adapted to support distancing where possible. If possible, from year 2 onwards tables should be arranged to enable children to, face the front and sit side-by-side, not facing one another nor side on.
- Key stage 2 children to eat lunch in their classrooms at their table to reduce movement and maintain social distancing.
- Pupils should not bring anything additional from home. There can be no 'show and tell'. However, children can take books home and return them as normal. Books are to be returned as normal but taken out of circulation for 72 hours before being returned to the shelves.
- Teachers can now take books home (and return them freely) to assess or use to support planning etc.

- PPA staff will work with bubbles outside where possible, if this is not possible then adapt teaching styles and techniques in order to maintain 2m distance from children and other adults in the room whenever possible.
- Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. Likewise, specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. However, they must be made aware of school procedures and must adhere to them. A pamphlet will be provided on entry to school. (See annex 4)
- There should not be any singing in class as part of lessons.
- Extremely clinically vulnerable and clinically vulnerable staff will work with LB to review their personal risk assessment.
- Any member of staff who has concerns should please contact LB.
- All staff will receive this updated risk assessment.

Our Curriculum...

- Howley Grange Primary School will be providing immediate remote education if there are bubbles self- isolating, or there was a local outbreak and subsequent lockdown.
- Our immediate response will be the following:
 - Children are to take home their individual stationery packs and exercise books
 - Adults will share lessons via Microsoft 365, making best use of Oak National Academy lessons that are tailored for every objective in the primary curriculum (EYFS coming soon). More detail on Oak National Academy can be found here (<https://www.thenational.academy/information-for-teachers>).
- Children will be able to upload their learning to Microsoft 365 page so that teachers can monitor progress and offer supportive feedback if appropriate.
- Chosen learning activities will follow our curriculum sequencing and will be of high quality.
- Where children can't access the internet, children will receive home-learning packs (paper-based) to complete.
- Our curriculum remains broad and ambitious - all pupils continue to be taught a wide range of subjects.

In PE...

- PE lessons are still to take place. They are to take place outside as transmission of the disease is reduced in the outdoors.
- The systems of control will still need to be applied during these sessions. Pupils will be kept in consistent groups and sports equipment will be cleaned thoroughly between each use by different groups.
- Hand hygiene and respiratory hygiene is paramount due to the nature of exercising and the way people breathe as a result. Hands must be washed thoroughly after completing a PE session.
- Contact sports are to be avoided.
- External coaches can still be used to deliver PE sessions as long as they also follow the protective measures.

In ICT...

- All children and staff will anti-bac their hands immediately on entry to the ICT suite.
- Staff to make sure the ICT suite is well ventilated at all times.
- No children sit on the floor in front of the large screen.

	<ul style="list-style-type: none"> • As an added precaution, each keyboard will be covered with a silicone cover, class teachers to make sure all keyboard covers are in place prior to use (take the covers from the clean and ready to use box. At the end of the session, ask the children to remove the covers from their keyboard and place in the need to be cleaned box.) • Please avoid walking past year 2 by going outside and entering from the playground door. <p>Around our school...</p> <ul style="list-style-type: none"> • There will be no assemblies or large scale events in the hall. Daily Acts of worship will take place in class bubbles, please note no singing allowed. • The staff room will remain open to adults, however strict social distancing must be in place at all times, the bungalow will also be open to provide an additional venue should the staff room be full. Please access this via the back gate. • If parents/carers should need help with anything the in the first instance they should call or email our admin team. If they have a pre-made appointment with a member of staff, (the DfE guidance states that coming into the site without an appointment is not allowed.) we would ask that everyone respectfully observes social distancing with only 1 person in the main entrance at any one time. If visitors need to wait outside, they will be asked to form a queue keeping a distance of 2m from others. • Staff are strongly advised to wear a mask in the communal areas of school where socially distancing from other adults and children is more difficult. They are also advised to wear face coverings on the doors and if they are on the playground at drop off and collection times. • Staff or children wearing homemade non-disposable face coverings must place them into a bag when they are not being worn. Disposable face-coverings must be placed in a lidded bin. The wearer must clean their hands after touching their mask. • Catering staff will wear masks at all times. <p>In our playgrounds...</p> <ul style="list-style-type: none"> • Our playgrounds have been divided up into sections to provide appropriate space for different bubbles to play without mixing. There is a rota in place for break times • Pupils advised not to play contact games at break time or lunchtime. • Each bubble will have a specific set of outdoor playground equipment which will be cleaned daily and not shared between bubbles. • Our parents and carers are strongly advised to wear face coverings when on school site. <p>Out and about...</p> <ul style="list-style-type: none"> • Wraparound care is permitted to commence. Howley will continue to liaise closely with WASPS and Kindi. • Where possible, we would ask our families to avoid using public transport for journeys to and from school. <p>Other considerations...</p> <ul style="list-style-type: none"> • Where contractors can attend outside of school hours they should. If that is not possible, they should follow all procedures as determined by school. • A record of all visitors must be kept to support NHS Test and Trace.
Keep occupied spaces well ventilated	When school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained- opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air.

	<p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none"> • opening high level windows in colder weather in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing • rearranging furniture where possible to avoid direct draughts <p>Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p>
<p>Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary</p>	<ul style="list-style-type: none"> • The majority of staff at Howley will not require PPE beyond what they would normally need for their work. (Face coverings are not classified as PPE) PPE will only be needed in a very small number of cases, including: • where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained • where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used • performing aerosol generating procedures (AGPs) • PPE can be found in the care room, main office and Business Manager’s room. • Staff who work across bubbles eg the PPA team will vigilantly remain 2m away from children and other staff members. If they are able to do so, masks will be worn at all times. • If they are able to do so, all members of staff and any visitors who enter school for essential meetings will remain socially distanced at all times and all wear a mask. (online meetings will be used where possible)
<p>Promote and engage in asymptomatic testing, where available</p>	<ul style="list-style-type: none"> • Rapid testing remains a vital part of our plan to suppress this virus. Schools should follow the guidance set out for their settings. • All staff are encouraged to take part in regular LFT testing, please see AL for details. • Families can access LFT tests in the community and are encouraged to take regular tests. • Any positive LFT tests will lead to a bubble closure whilst we await a confirmatory PCR test.

<p>Response to any infection</p>	
<p>Promote and engage in asymptomatic testing, where available</p>	<p>Staff members, parents and carers will need to:</p> <ul style="list-style-type: none"> • book a test if they or their child has symptoms - the main symptoms are: a high temperature, a new continuous cough , a loss or change to your sense of smell or taste • self-isolate immediately and not come to school if: they develop symptoms, they have been in close contact with someone who tests positive for coronavirus (COVID-19) , anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19), they are required to do so having recently travelled from certain other countries o they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation • provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace

	<p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests for symptomatic illness can be booked online through the NHS testing and tracing for coronavirus (COVID-19) website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. All children and young people can be tested if they have symptoms. This includes children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit.</p> <ul style="list-style-type: none"> • School has a number of home testing kits. These are stored in AL’s office and they will be issued with the agreement of either KT,EW or AL. These kits can be given directly to: <ul style="list-style-type: none"> • staff • parents collecting a pupil who has developed symptoms at school • Contact with the symptomatic family will be maintained so that we can respond appropriately to either a positive or a negative result. • If the test result is negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to school. • If the test result is positive, the child and family need to follow the ‘stay at home’ guidelines and school should contact Public Health. • In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or carer insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). School will seek advice from public health.
<p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p>	<ul style="list-style-type: none"> • Should there be a confirmed case in school, we will liaise directly with the local health protection team and follow their advice with regards to further action we need to take. • This is likely to include sending home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days counting from the day after contact with the individual who tested positive. <p>Close contact means:</p> <ul style="list-style-type: none"> • anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) • anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test: <ul style="list-style-type: none"> • face-to-face contact including being coughed on or having a face-to face conversation within 1 metre • been within 1 metre for 1 minute or longer without face-to-face contact • sexual contacts • been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) • travelled in the same vehicle or a plane <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms, unless they have been told to self-isolate by NHS Test and Trace or their public health protection team, in which case they must self-isolate.</p>

<p>Contain any outbreak by following local health protection team advice</p>	<ul style="list-style-type: none"> • If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, then it is deemed that we may have an outbreak. • We will continue to work with our local health protection team who will be able to advise if/what additional action is required. • We will keep all stakeholders fully informed should this be the case. • In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure. This could be the class or year group. If you are implementing the system of controls, addressing any issues you have identified and therefore reducing transmission risks, whole site closure will not generally be necessary. You should not close except on the advice of health protection teams. • The pupil or staff member who tested positive for coronavirus (COVID-19) can return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia. This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature after 10 days or are otherwise unwell, you should advise them to stay at home and seek medical advice. <p>Asymptomatic testing</p> <p>Staff in primary schools will continue to test with LFDs twice a week at home on a voluntary basis, as per existing guidance on testing for staff in primary schools and nurseries. Primary age pupils will not be tested with LFDs in school but can access these at home. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines. Anyone who has a positive LFD test must inform school and isolate immediately (as will their close contacts, whilst we await the outcome of a confirmatory PCR test).</p>
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Annex 1

Coronavirus (COVID-19): Risk Assessment Action Plan for potential opening from September 2020

Howley Grange Primary School

Assessment conducted by: Angela Lewis	Job title: Head teacher	Covered by this assessment: Full operation of school
Date of assessment: 14/07/20 Date of review 1 08/09/20 Date of Review 09/10/20 Date of Review 05/01/21 Date of review 23/02/21 Date of review 08/06/21	Date of next review: ongoing	

The sole purpose of this risk assessment is to support schools in preparing for all pupils, in all year groups, to return to school full-time from the beginning of the autumn term **while reducing the risk of coronavirus transmission**. The risk assessment has been written in collaboration with a number of local authorities.

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment (this must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context. Add <additional information>
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.

Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place. To support planning, identify which controls need to be in place before pupils return to the setting. Individual schools can then personalise to their own setting.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk	Medium	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly Information on the school website is updated. Pupils updated via classrooms/email/text as necessary. Any change in information to be shared with Chair of Governors and passed on to parents and staff by email <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	Low	Low	SLT and Govs KT AL	Ongoing as guidance is issued/updated	
Poor communication with parents and other stakeholders	Low	<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems Headteacher to share risk assessment with all staff Parents notified of risk assessment plan and shared with parents via website. <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	Low	Low	AL AL AL/KT	From sept 2020 w/b 13/07/20 and ongoing with updates	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Lack of awareness of policies and procedures	High	<ul style="list-style-type: none"> • School leaders will ensure that all policies impacted on by coronavirus controls are updated • All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Infection Control Policy - First Aid Policy - Intimate care policy - Behaviour policy - Staff absence reporting procedures • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’ - DfE and PHE (2020) ‘COVID-19: guidance for educational settings’ • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • Staff are made aware of the school’s infection control procedures in relation to coronavirus via email • Parents are made aware of the school’s infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus 	Low	Low	<p>EW to coordinate any policy updates and communication to staff.</p> <p>LB to coordinate guidance and legislation info and communicate to staff.</p> <p>SLT/LA</p> <p>AL</p> <p>AL</p> <p>Teaching Staff</p>	<p>01/09/20 and ongoing with updates 01/09/20 and ongoing with updates</p> <p>01/09/20</p> <p>01/09/20</p> <p>Ongoing-refresh 06/01/21</p>	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of their first day in school. Care should be taken to do this for every pupil even if they do not attend on the first day. All are informed that they must tell a member of staff if they begin to feel unwell. Regular electronic briefing issued to staff. <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>			SLT	<p>The first day children enter school-ongoing.</p> <p>w/b 06/09/20 onwards</p>	
Poor hygiene practice in school - general	High	<ul style="list-style-type: none"> Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school) Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> Cover coughs and sneezes with a tissue, To throw all tissues in a bin To avoid touching eyes, nose and mouth with unwashed hands. Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance 	Medium	Medium	<p>LH and class teachers</p> <p>All staff</p> <p>All staff</p> <p>LB</p> <p>SLT/LH</p>	<p>Already in place</p> <p>Daily from point of re-entry to school</p> <p>Already in place</p> <p>Already in operation</p>	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas • Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas • Pupils and staff do not share cutlery, cups or food. • Staff to bring in their own cups and utensils • All utensils are thoroughly cleaned before and after use • Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day twice and paper/hand towels are refilled regularly as required. • Staff who work across bubbles eg the PPA team will vigilantly remain 2m away from children and other staff members. If they are able to do so, masks will be worn at all times. • If they are able to do so, all members of staff and any parents and carers who enter school for essential meetings will remain socially distanced at all times and all wear a mask. <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>			<p>LH</p> <p>All staff All staff All staff Kitchen Staff LH/cleaning team</p>	<p>01/06/20-onwards</p> <p>Daily from point of re-entry to school</p> <p>01/06/20</p> <p>01/06/20</p> <p>01/06/20</p>	
<p>Poor hygiene practice – specific – school entrance</p>	<p>High</p>	<ul style="list-style-type: none"> • Clear signage in place regarding social distancing • Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors • Areas touched to be wiped down • Discourage parents from entering the school building 	<p>Medium</p>	<p>Medium</p>	<p>LB/SV LB/SV</p> <p>LB</p> <p>AL/ admin team</p>	<p>In place (2m) In place</p> <p>01/09/20</p> <p>01/09/20</p>	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> Rearrange furniture in reception area to facilitate social distancing. If possible, arrange for a separate staff entrance to the workplace – stagger start times for staff where possible. <p>As a result, reception staff are protected.</p>			LH LB/LH	01/09/20 09/06/20	
Poor hygiene practice – specific – office spaces.	Medium	<ul style="list-style-type: none"> Start and end times for administrative staff are staggered to support social distancing Tissues/hand sanitiser to be available in office locations Staff to wash hands on arrival at school Each individual is responsible for wiping down their own work area before and after use. <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	Low	Medium	LB LH Staff LB/LM/JP	09/06/20 In place Already in operation In place	
Poor hygiene practice – specific - spread of potential infection at the start of the school day.	High	<p>In line with government advice:</p> <ul style="list-style-type: none"> Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up Inform each year group and their parents of their allocated times for the beginning and end of their school day- We will be moving to a wide window for drop of and collection from Monday 14th June. All children will be dropped from 8.50-9.05am and collected from 3.05-3.15pm. Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival -All classes that have an outside door immediately off their classroom will arrive and depart 	Medium	Medium	JP/LB/SV AL AL	Ongoing Completed Completed	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<p>through that door. Year 6 who will enter and leave school through the hall and Year 5 arriving and leaving through the main back stairwell entrance or the garden room.</p> <ul style="list-style-type: none"> • Ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. • Soap and water is the best approach to this and schools should endeavor to ensure there are enough hand washing facilities available. The correct hand washing routine should be followed. • hand sanitiser 'stations' are an alternative and sufficient of these should be available so that all pupils and staff can clean their hands regularly between washings. • ensure supervision of hand sanitiser use given risks around ingestion. • Small children and pupils with complex needs should continue to be helped to clean their hands properly. • All staff to wash hands on arrival in school • Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day • Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport • Issue information to pupils in relation to restrictions on their movement around the site • Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. 			<p>AL</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>AL/Govs/LA</p> <p>KT (in plan)</p>	<p>Completed</p> <p>Already in operation-refresh-02/09/20</p> <p>Ongoing</p> <p>Ongoing 02/09/20</p> <p>w/b 13/07/20</p> <p>02/09/20</p>	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> Our parents and carers are strongly advised to wear face masks when on school site. <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>			<p>All staff</p> <p>LH/LB</p>	<p>02/09/20</p> <p>02/09/20</p> <p>ongoing</p>	
<p>Poor hygiene practice – specific – toilet/changing facilities.</p>	<p>High</p>	<ul style="list-style-type: none"> Staff to wear additional PPE when supporting pupils with toileting routines – mask, visor, gloves, apron All changing surfaces to be cleaned before and after each use Nappies/soiled items to be disposed of in yellow bags Staff to follow specific intimate care procedures see policy Any soiled clothes are put into a plastic bag (double bagged) and sent home. <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>	<p>Medium</p>	<p>Low</p>	<p>Staff LB to ensure supplies</p>	<p>Already in operation</p>	
<p>Poor hygiene practice – specific - end of the school day.</p>	<p>High</p>	<ul style="list-style-type: none"> Issue information to parents about departure procedures, including safe pick-up Inform pupils and parents of their allocated times for the end of their school day see above for times 	<p>Medium</p>	<p>Medium</p>	<p>AL</p> <p>AL</p>	<p>Completed</p> <p>Completed</p>	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> Inform pupils and their parents of the allocated exit points and pick up points see above for entrance and exit points Make it clear to parents and pupils that they cannot congregate at the front of school/in the playground prior to the end of the school day. If waiting to collect pupils, parents are to remain in cars and park safely Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport and potential road closures. <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>			<p>AL</p> <p>AL/Govs/LA</p> <p>KT (in plan)</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p>	
Ill health in school.	Medium	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature and Loss of taste or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell All staff are informed of the procedure in school relating a pupil becoming unwell in school- Any pupil who displays signs of being unwell is immediately referred to LB/JP/SV/AL. Temperature checks will automatically be undertaken. All staff advised of the procedure in school if a member of staff becomes unwell. 	Medium	Medium	<p>SLT</p> <p>LB</p> <p>AL</p> <p>AL</p>	<p>01/09/20</p> <p>Ongoing</p> <p>Ongoing refreshed on 01/09/20</p> <p>Ongoing refreshed on 01/09/20</p>	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> • Ensure all staff absences are appropriately recorded. • Any pupil who displays signs of covid symptoms is to be escorted to the Business Managers office, the staff member will then alert the admin team that there is a child in the isolation room. Admin team to contact parents and carers, staff member to observe the child from a 2m distance or wear PPE if this cannot be maintained. • Any staff member who displays signs of being unwell immediately refers themselves to LB/AL (maintaining 2m distance) and is sent home • If a pupil needs to use the bathroom, they should use a separate bathroom Ladies staff toilet which will be cleaned after use. • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. PPE should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If possible, the door should be closed but the child should be able to be seen through the window in the door. • If contact with a child or young person is necessary, then gloves, an apron and a face mask should be work by the supervising adult. If there is a risk of splashing, eye protection should also be worn • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen • Unwell pupils who are waiting to go home are supervised in the Business Manager's Office where they can be at least two metres away from others • Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. 			<p>LB All staff</p> <p>All staff/LH</p>	<p>Ongoing Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.					
Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.	High	<ul style="list-style-type: none"> • Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend • Leaders to calculate capacities of classrooms. • Classrooms allocated for provision and small adaptations made to to support distancing where possible without compromising safety routes or fire escapes. • Classrooms to be arranged so adults maintain 2 metre distance from each other, and from children where possible and children are able to maintain 2 metre distance between each other when circumstances allow. • Classrooms to be arranged to support adults to avoid face to face contact and minimise time spent within 1 metre of anyone. • Timetable reviewed and refreshed and programme communicated to teachers and staff • Where possible, pupil movement to be limited to make social distancing easier and specialist teachers to move between allocated classrooms, where classrooms and other learning areas are shared, tables and touch points and any shared equipment must be cleaned between groups. 	High		AL AL Staff Staff Staff AL/KT All staff KT/EW	W/B06/07/20 W/B05/01/21 01/09/20 01/09/20 01/09/20 W/B 05/01/21 02/09/20 End Sept	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> Leaders to consider how best to supplement remote education with face-to-face support for pupils. <p>As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.</p>					
A pupil is tested and has a confirmed case of coronavirus.	Medium	<p>In line with government advice:</p> <ul style="list-style-type: none"> The rest of the class/group should be advised to self-isolate for 10 days. Refer to the school symptom management Standard Operating Procedure (SOP) The HT/DHT will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action. Staff are now able to attend for a non-symptoms test and are being tested to identify any that may be developing the virus, so they can isolate early. <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>	Medium		<p>AL/Admin Team</p> <p>SLT</p> <p>All staff</p>	<p>Ongoing</p> <p>ongoing</p>	
Insufficient staff to run face-to-sessions for pupils.	High	<ul style="list-style-type: none"> Leaders to ensure that they have a complete list of shielded (clinically extremely vulnerable) and clinically vulnerable adults for their school Leaders to ensure that the clinically vulnerable offered the safest available on-site roles where possible 	Medium		<p>LB</p> <p>LB/AL/HR Officer</p>	<p>Completed</p> <p>01/09/20</p>	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> Leaders to liaise with staff and ensure individual risk assessments are in place for CEV and CV members of staff where necessary. Protocols for staff to inform leaders if they need to self-isolate are clearly in place Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate. (There are no available staff to create a rota-supply teachers will be used if no cover available or groups will be closed.) <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>			LB KT/EW	Ongoing Ongoing	
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	High	<ul style="list-style-type: none"> Staggered starts to be put in place for breaktime and lunchtime One-way circulation, where possible, to be put in place for pupils arriving and leaving shared lunch space/lessons. Allocated outdoor areas for each year group to be identified for breaktime and lunchtime Lunchtime to be staggered for different year groups Pupils advised not to play contact games at breaktime or lunchtime. Outdoor equipment to be group specific and not shared between bubbles. Pupils to be supervised in washing hands before and after lunch In eating spaces, consideration given to marking seats that can be used and removing other seating. Bench style seating clearly marked. 	Medium		KT All staff KT KT All staff All staff Lunchtime Staff	02/09/20 02/09/20 02/09/20 02/09/20 02/09/20 02/09/20	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> • Screen provided to protect food in canteen when pupils purchase food. • Cashless catering in place. Ipad operator searches for pupils by name on the electronic system • Tables to be cleaned between year groups using lunchtime facilities • Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness • Key stage 2 pupils to eat in classrooms to reduce movement and maintain social distancing. <p>As a result, the risk of infection during unstructured time is reduced.</p>			<p>LB/Dudley Catering Catering team</p> <p>Lunchtime supervisors</p> <p>Catering team</p> <p>Lunchtime supervisors</p>	<p>02/09/20</p> <p>02/09/20</p> <p>02/09/20</p> <p>02/09/20</p> <p>02/09/20</p>	
Spread of infection in classrooms/shared areas.	High	<ul style="list-style-type: none"> • All unnecessary items to be removed from classrooms and learning environments and stored elsewhere • All soft furnishings and items that are hard to clean to be removed • The focus will be to minimise contacts between groups as much as possible.) • Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible • Tissues and hand sanitiser to be located in each classroom/learning space • Bins to be emptied regularly in classrooms. 	Medium		<p>LH and staff</p> <p>LH/Staff</p> <p>AL and all staff</p> <p>Teaching staff</p> <p>LH/classroom staff</p> <p>LH</p>	<p>Completed</p> <p>Completed</p> <p>01/01/21</p> <p>02/09/20</p> <p>01/09/20</p> <p>01/09/20</p>	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> • Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open • Where possible, windows to be opened to provide ventilation. • Each child will have a personalised resource pack of basic classroom items eg pencils etc which will not be shared with others. to reduce the risk of infection • Any equipment that is shared will either be quarantined in a cupboard in the classroom it has been used in for 72 hours or it will be thoroughly cleaned before going back to general circulation. • Pupils/staff to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use • Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use • Shared teaching resources to be cleaned prior to and after use see above • If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned • Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time –one person in each toilet at any one time. The bungalow can be used over break and lunchtimes if needed to encourage social distancing for staff. Staff to be reminded to adhere to social distancing at all times. • Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc 			<p>All staff</p> <p>All staff</p> <p>SV/class teachers</p> <p>Class teachers</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>AL/All staff</p> <p>LH/SLT</p>	<p>Ongoing</p> <p>Ongoing</p> <p>01/09/20 Already in operation</p> <p>Already in operation Ongoing</p> <p>01/09/20</p> <p>01/09/20</p> <p>Ongoing</p> <p>Ongoing</p>	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> Staff must wash and dry their own cups, plates and utensils, using disposable towels. <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>			All staff	Ongoing Ongoing	
Poor pupil behaviour increases the risk of the spread of the infection.	High	<ul style="list-style-type: none"> Pupils are reminded of the behaviour policy on their return to school Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence Pupils individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary. <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>	Medium		All staff KT/EW CR/KT/EW	02/09/20 02/09/20 02/09/20	
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	High	<ul style="list-style-type: none"> Specific arrangements for pupil transport have been risk assessed and agreed with local providers Leaders and staff should review individual pupils handling plans, including the use of PPE Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy) Review individual communication plans where close proximity is expected e.g. on-body signing Plans should be understood, shared and followed consistently by all staff working with those pupils 	Medium		CR CR CR CR CR/All staff CR	02/09/20 02/09/20 02/09/20 02/09/20 02/09/20 02/09/20	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> Prepare additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and pupils prior to pupils returning to school. <p>As a result, pupils with complex needs are well supported.</p>					
Vulnerable pupils and pupils with SEND do not receive appropriate support.	High	<ul style="list-style-type: none"> Appropriate planning is in place to support the mental health of pupils returning to school Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	Medium		CR CR	02/09/20 02/09/20	
Increased number of safeguarding concerns reported after lockdown.	High	<ul style="list-style-type: none"> Agree safeguarding provision to be put in place to support returning pupils Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns Follow up any referrals made by staff swiftly, while maintaining social distancing. <p>As a result, safeguarding remains of the highest priority and practice.</p>	Medium		EW EW EW	Ongoing Ongoing Ongoing	
Emergency evacuation due to fire etc.	Medium	<ul style="list-style-type: none"> Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained <p>Leave by nearest fire exit- Leave school by the NEAREST fire exit, taking any children under your supervision with you. Gather, maintaining social distance wherever possible, at the assembly point at the far end of the playground in groups-Year 3,4,5 and 6 in the trim trail side of the playground. Reception, 1 and 2 in the millennium garden side of the playground. The 3 mixed groups can line up on the old trim trail area.</p>	Medium		AL	Ongoing- refreshed 02/09/20	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<p>Group leader to complete a head count, if all children in the group have been evacuated then class bend down (facing away from the school).</p> <p>Group leader to then complete register.</p> <ul style="list-style-type: none"> • Leaders to communicate procedures to all staff • Staff to communicate emergency evacuation procedures to pupils at the beginning of each day. <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>			<p>AL</p> <p>Teachers</p>	<p>Ongoing- refreshed 06/01/21</p>	
<p>Cleaning is not sufficiently comprehensive.</p>	<p>Medium</p>	<ul style="list-style-type: none"> • Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening • A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures • Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning • Whilst pupils are at breaktime/lunchtime, staff to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards • Disposable gloves/wipes/sprays are next to photocopiers/printers etc • Cleaners to act upon guidance normally linked to ‘deep cleans’ as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years). <p>As a result, high standards of cleanliness are maintained in school.</p>	<p>Low</p>		<p>JC/LH</p> <p>LH</p> <p>LB/LH</p> <p>All staff</p> <p>LH/LB</p> <p>LH and cleaning team</p>	<p>01/09/20</p> <p>01/09/20</p> <p>01/09/20</p> <p>02/09/20</p> <p>01/09/20</p> <p>Ongoing</p>	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Contractors, deliveries and visitors increase the risk of infection.	Medium	<ul style="list-style-type: none"> • All contractors to be checked to ensure that they are essential visitors prior to entry to the school • Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils • All contractors/visitors to wash hands either prior to or on entry to the school site and wear a mask. • Contractors and visitors are directed to specific/designated handwashing facilities • All areas in which contractors work are cleaned in line with government guidance • Contractors to bring own food, drink and utensils onto site. • Staff who receive deliveries to the school to wash hands in line with government guidance after handling • Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries • If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building • Surfaces to be cleaned after any deliveries have been made. <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>	Low		Admin Team/LH LB/LH Admin team/LH Admin team/LH LH Admin Team Admin Team Admin team Admin team	Already in operation As above As above As above As above As above As above Already in place As above As above	

For further guidance and advice, please see below:

<https://www.gov.uk/coronavirus>

Annex 4 Visitors Guide



Dear Visitor,

We are committed to protect you, our staff and pupils from Corona Virus. Please help us by following these rules:

- **DO NOT enter the building if you are presenting with any COVID-19 symptoms.**
- **Please keep your distance of min. 2 meters to our staff, pupils and other visitors.**
- **Please wash your hands or use hand sanitiser upon entering and exiting the building and at regular times whilst on the school site.**
- **If you are able to do so, please wear a mask, especially in communal areas where it may be difficult to remain 2m away from others.**
- **Please avoid handshakes with our staff and other visitors.**
- **If you feel unwell, please tell a member of staff.**
- **If you test positive for covid19 and either your symptoms started, or your test date, was within 48 hours of being on school site, please contact us to let us know.**
- **Please leave your contact details at our reception/with our site manager. This enables us to contact you immediately in case of need.**

Thank you for your support and stay safe.