

Howley Grange Primary School

Full school operation following Step 4.

Revised 19/07/21



This risk assessment outlines the actions Howley Grange will take to reduce the risk of transmission of coronavirus (COVID-19) in their school from Step 4.

DFE Overview

‘As the country moves to Step 4 of the roadmap, the government continues to manage the risk of serious illness from the spread of the virus. This marks a new phase in the government’s response to the pandemic, moving away from stringent restrictions on everyone’s day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people’s education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.’

DFE Control measures

Schools should:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

Howley Grange Primary School

Assessment conducted by: Angela Lewis	Job title: Head teacher	Covered by this assessment: Full operation of school following Step 4
Date of assessment: 19/07/21	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-educationSchools> COVID-19 operational guidance - GOV.UK (www.gov.uk)

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 teachers 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	<p>SLT and Govs</p> <p>KT Teachers</p> <p>AL</p>	Ongoing as guidance is issued/updated Risk assessment sent to staff 20/07/21	
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 	Low	Low	<p>AL</p> <p>AL</p>	<p>From sept 2021</p> <p>Risk assessment</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 are made aware of the school’s infection control procedures in relation to coronavirus via risk assessment • Parents are made aware of the school’s infection control procedures in relation to coronavirus via email and risk assessment on website • 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 briefings 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>			<p>AL</p> <p>AL</p> <p>Teaching Staff</p> <p>SLT</p>		
<p>Poor hygiene practice in school - general</p>	<p>High</p>	<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 • Children, staff and visitors will wash/sanitise their hands; • 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. 	<p>Medium</p>	<p>Medium</p>	<p>LH and class teachers</p> <p>All staff</p>	<p>Already in place</p> <p>Daily from Sept</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 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. • 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 • 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. 			<p>All staff</p> <p>LB/LH/All staff</p> <p>Teachers</p> <p>LH</p> <p>All staff</p> <p>LH/LB</p> <p>All staff</p> <p>All staff All staff Kitchen Staff LH/cleaning team</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 who work across bubbles eg the PPA team will be mindful of keeping their distance and always work in well ventilated areas. If they are able to do so, all members of staff and any parents/carers and visitors who enter school for essential meetings will remain socially distanced where possible, will meet in well ventilated areas. If 2m distance is unable to be maintained, then we will ask that masks are worn unless anyone is exempt. The children will come to school in their PE kits on PE days. <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>			<p>PPA team</p> <p>All staff</p> <p>KT</p>		
Poor hygiene practice – specific – school entrance	High	<ul style="list-style-type: none"> Clear signage in place reminding staff, children and visitors of control measures in place. Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors Frequently touched areas to be wiped down as part of the additional cleaning regime Discourage parents from entering the school building unnecessarily eg to look through lost property. <p>As a result, reception staff are protected.</p>	Medium	Medium	<p>LB</p> <p>LB</p> <p>LB</p> <p>LH</p> <p>LB</p>	<p>In place (2m)</p> <p>In place</p>	
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/sanitise on arrival at school 	Low	Medium	<p>LB</p> <p>LH</p> <p>Staff</p>	<p>In place</p> <p>Already in operation</p> <p>In place</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"> 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>			Admin team		
<p>Poor hygiene practice – specific - spread of potential infection at the start of the school day.</p>	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-arrival between 8.50-9.00am. Prompt and speedy collection at 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 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. 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 is an alternative and sufficient of these should be available so that all pupils and staff can clean their hands regularly between washings. 	Medium	Medium	<p>AL</p> <p>AL</p> <p>AL</p> <p>All staff</p>	<p>Ongoing</p> <p>20/07/21</p> <p>20/07/21</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"> • ensure supervision and correct storage 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 sanitise hands on arrival in school • Whilst, there is no legal obligation to do so, it is strongly recommend that parents/ carers, staff wear and visitors wear masks in enclosed and crowded spaces where you may come into contact with people you don't normally meet. <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>			All community		
Poor hygiene practice – specific – toilet/changing facilities.	High	<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>	Medium	Low	All staff LB to ensure supplies	Already in operation	
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 	Medium	Medium	SLT	Ongoing refreshed on 02/09/21	

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"> • 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 generally unwell is immediately referred to the admin team. Temperature checks will automatically be undertaken. • 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. • If the 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 			<p>LB</p> <p>AL</p> <p>AL</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</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"> • 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. • All staff advised of the procedure in school if a member of staff becomes unwell. • Ensure all staff absences are appropriately recorded. • Any staff member who displays signs of being unwell immediately refers themselves to LB/AL (maintaining 2m distance) and is sent home • Staff are encouraged to take part in asymptomatic lateral flow testing. <p>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.</p>			<p>All staff</p> <p>All staff</p> <p>All staff</p> <p>LB All staff</p> <p>All staff</p>		
<p>Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.</p>	<p>High</p>	<ul style="list-style-type: none"> • Classrooms to be arranged to support adults to avoid face to face contact and minimise time spent within 1 metre of anyone. • Where possible, pupil movement to be limited to make social distancing easier • School will use TEAMS for assemblies • Any potential face to face gatherings eg parents' evenings will be thoroughly risk assessed and school will seek advice from public health 	<p>medium</p>	<p>medium</p>	<p>Classroom staff</p> <p>SLT</p> <p>SLT</p> <p>SLT</p>	<p>02/09/21</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"> Any potential educational visits will be thoroughly risk assessed and school will seek advice from public health. 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>			<p>Staff and SLT</p> <p>EW/KT and Govs</p>		
A pupil is tested and has a confirmed case of coronavirus.	High	<p>In line with government advice:</p> <ul style="list-style-type: none"> As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. Schools may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases. <p>From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if</p>	High	High	<p>SLT</p> <p>Parents/Carers</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
		<p>they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</p> <ul style="list-style-type: none"> • children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so. • Settings will continue to have a role in working with health protection teams in the case of a local outbreak <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>			<p>Parents/Carers</p> <p>SLT</p>		
<p>Insufficient staff to run face-to-sessions for pupils.</p>	<p>High</p>	<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 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 	<p>Medium</p>	<p>Medium</p>	<p>LB</p> <p>LB/AL/HR Officer</p> <p>LB</p> <p>KT/EW</p>	<p>Completed</p> <p>01/09/20 onwards</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
		<p>teachers will be used if no cover available or groups will be closed.)</p> <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>					
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 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 wash/sanitise hands before and after lunch 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 Children to eat lunch in the hall in their year group bubbles 	Medium	Low	<p>KT</p> <p>All staff</p> <p>KT</p> <p>All staff</p> <p>All staff</p> <p>LB/Dudley Catering Catering team</p> <p>Lunchtime supervisors</p> <p>Catering team</p> <p>Lunchtime supervisors</p>	02/09/21	

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, the risk of infection during unstructured time is reduced.					
Spread of infection in classrooms/shared areas.	High	<ul style="list-style-type: none"> • All unnecessary items to be removed from classrooms and surfaces to be kept clear to enable efficient and thorough cleaning. • Tissues and hand sanitiser to be located in each classroom/learning space • Bins to be emptied regularly in classrooms. • 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. • Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use • 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 • Staff to ensure staffroom does not become overcrowded and to maintain social distancing wherever possible. Only one person in each toilet at any one time. The bungalow can be used over break and lunchtimes if needed to encourage non-over crowding for staff. 	Medium	Medium	<p>Classroom staff</p> <p>LH LH/classroom staff LH</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>	Completed and ongoing	

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 bring their own crockery from home and 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		
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	low	All staff KT/EW CR/KT/EW	02/09/21 02/09/21 02/09/21	
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	High	<ul style="list-style-type: none"> Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy) Review individual plans/passports and ensure new teachers are aware of triggers and responses. Plans should be understood, shared and followed consistently by all staff working with those pupils Prepare additional social stories/transition information to support pupils with autism / learning difficulties (highlighting changes to 	Medium	Medium	CR CR CR CR	02/09/20 02/09/21 02/09/21 Prior to 21/07/21	

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>classrooms/arrangements/use of PPE, for example) and share with parents and pupils prior to pupils returning to school.</p> <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	low	CR CR	02/09/21 02/09/21	
Increased number of safeguarding concerns reported after the summer break	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	low	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 distancing between year groups 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 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.</p>	Medium	Low	AL All staff	Ongoing- refreshed 02/09/21	

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). 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 term. <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>			AL Teachers		
Cleaning is not sufficiently comprehensive.	Medium	<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 • 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>	Low	Low	LB/LH LH LB/LH LH and cleaning team	01/09/21 01/09/21 01/09/21 (ongoing) 02/09/21	
Contractors, deliveries and visitors increase the risk of infection.	Medium	<ul style="list-style-type: none"> • Agree arrival and departure times with contractors to ensure that there is minimal contact with staff or pupils 	Low	Low	Admin Team/LH LB/LH Admin team/LH	Already in operation	

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"> • All contractors/visitors to wash/sanitise hands either prior to or on entry to the school site and it is recommended they wear a mask in crowded areas. • All areas in which contractors work are cleaned in line with government guidance • Contractors to bring own food, drink and utensils onto site. • 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 <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>			<p>Admin team/LH</p> <p>LH</p> <p>LH</p> <p>Admin Team</p> <p>Admin team</p>		

For further guidance and advice, please see below:

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

