

Leominster Primary School Risk Assessment for Covid-19 and full school opening

Risk Assessment completed by: T. Mamak

Job Title: Headteacher

Date of Risk Assessment completion: July 19th, 2020

Date of review: September 7th, 2020.

Subsequently, reviewed on a weekly basis

| Area of concern | Level of risk prior to control | Hazard | Persons at risk | Risk management | Level of risk is now | Likelihood | Responsible Person | Planned completion date | Line manager check |
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| The school lapses in following national guidelines and advice, putting everyone at risk | L | The school's approach is not robust and in line with recent information | Pupils, staff, parents | <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 as necessary. Any change in information to be shared with Chair of Governors and passed on to parents and staff by email | L | Unlikely | <p>Headteacher Deputy Headteachers SBM</p> <p>Admin. Staff</p> <p>Class teachers</p> <p>HT Admin staff</p> | Ongoing | HT ongoing |

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| | | | | As a result, the school has the most recent information from the government, and this is distributed throughout the school community. | | | | | |
| Poor communication with parents and other stakeholders | M | Parents and other stakeholders are not aware of systems, processes and requirements, thereby acting unsafely | Pupils Staff Parents | <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> | M | Unlikely | HT Class teachers HT Admin. staff | 1.09 and ongoing 15.07 17.07 | HT ongoing |
| Lack of awareness of policies and procedures | M | Pupils and staff are not aware of and up to date with the school's policies and procedures, thereby acting unsafely | Pupils Parents Staff | <ul style="list-style-type: none"> School leaders will ensure that all policies impacted on by coronavirus controls are updated All staff 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 | L | Unlikely | FSM SBM All staff | 17.09 1.09 | HT 5.06 |

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| | | | | <ul style="list-style-type: none"> - Behaviour policy • 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' and 'Guidance for full opening (schools)' • 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 | | | All staff | 1.09 | |
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| | | | | <p>coronavirus via email and TEAMS meetings</p> <ul style="list-style-type: none"> • Staff are given government advice regarding how to put on, take off and dispose PPE • 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 • 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 the 3rd September 2020. 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> | | | HT | 1.09 | |
| | | | | | | | HT | 17.07 | |
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| Staff with prior medical conditions classed as "clinically extremely vulnerable" | H | Persons classed as "clinically extremely vulnerable" are more at risk from Covid-19 effects | Staff | Staff who have been classed as "clinically extremely vulnerable" should not attend school setting as cannot socially distance: <ul style="list-style-type: none"> • Letter to staff on maternity to self-identify • Questionnaires to staff • Staff currently shielding to remain off work | L | Unlikely to be in school | HT HT HT | 10.07 10.07 | HT 1.09 |
| Staff who live with a person classed as "clinically extremely vulnerable" or clinically vulnerable | H | Persons classed as "clinically extremely vulnerable" are more at risk from Covid-19 effects | Staff Families | Staff who live with those who are clinically extremely vulnerable or clinically vulnerable can attend school | L | Unlikely as controls are in place and government guidance | HT | 1.09 | HT |
| Children who have been classed as "clinically vulnerable" | H | Persons classed as "clinically vulnerable" are more at risk from Covid-19 effects | Pupils | PHE advice sought- can attend | L | Unlikely given controls in place and government guidance | HT FSM | | HT |
| Staff who have been classed as "clinically vulnerable" | H | Persons classed as "clinically vulnerable" are more at risk from Covid-19 effects | Staff | Staff who are clinically vulnerable to not come in until and unless revised advice re. not needing social distancing is given <ul style="list-style-type: none"> • Letter to staff on maternity to self-identify • Questionnaires to staff • Staff currently shielding to remain off work | L | Unlikely | HT HT HT | 1.09 10.07 10.07 10.07 | HT |
| Children who have been classed as | H | Persons classed as "extremely clinically | Pupils | FSM to write to families advising discussion with child's specialist health professional | L | Unlikely | HT | 1.09 | HT |

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| extremely clinically vulnerable | | vulnerable" are more at risk from Covid-19 effects | | If shielding is not required, child can return | | | | | |
| Children who live with someone who is clinically extremely vulnerable or clinically vulnerable | H | Persons classed as "clinically extremely vulnerable" or clinically vulnerable are more at risk from Covid-19 effects | Families | Pupils who have family members who are shielding can return to school | M | Possible but mitigated by controls | HT | 1.09 | HT |
| Persons entering the site with Covid-19 symptoms | M | Transmission to the school community | Pupils Staff | Staff and pupils must not attend school if they have symptoms or are self-isolating due to symptoms in their household: <ul style="list-style-type: none"> Letter to remind parents/carers Staff induction meeting Notice at school entrance | M | Unlikely (but possible) given instruction to parents/carers and notice at entrance | HT HT Admin. staff | 17.07 1.09 1.09 | HT 1.09 |
| Pupils and staff who are BAME | H | Mounting evidence of vulnerability of BAME people | Pupils Staff | Individual risk assessments in place to mitigate risk, including staying at home for staff or changing role Individual risk assessments in place to reduce risk for pupils | M | Unlikely due to risk assessment in place | HT Chair of Governors HT | 17.07 1.09 | HT CoG |
| Spread of covid-19 through lack of hygiene | M | Transmission to the school community | Pupils Staff | 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) | M | Unlikely given controls | Admin. Staff | 1.09 | HT DHTs AHTs SBM ongoing |

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| | | | | <p>Children and staff to clean hands regularly (including on arrival at school, after breaks, after outside activities, before and after eating, after sneezing or coughing, when changing rooms, after toilet use) for at least 20 seconds with running water and soap and dry them thoroughly or use hand sanitiser (under supervision to avoid ingestion) ensuring that all parts of the hands are covered:</p> <ul style="list-style-type: none"> • Sinks available in majority of classrooms, sinks in toilets available • Soap, sanitiser, paper towels, bins, wipes available in classrooms and toilets and replenishment checks carried out • Alcohol based sanitiser (that contains no less than 60% alcohol) available in school reception area • Children are reminded of correct hand washing techniques • Children who have difficulty cleaning their hands are helped by staff who can demonstrate and instruct and observe from a social distance • Hand washing facilities are supervised by staff when pupils are washing their hands to avoid | | | <p>CTs TAs</p> | <p>3.09 and ongoing</p> | |
| | | | | | | <p>Cleaning staff</p> | <p>Ongoing</p> | | |
| | | | | | | <p>Admin. Staff</p> | <p>Ongoing</p> | | |
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| | | | | <ul style="list-style-type: none"> Resources shared between bubbles (e.g. art and science resources) cleaned after use by teacher or TA and before use by next teacher or TA Pupils and staff to have own individual and frequently used resources and equipment for activities, not shared resources 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 Tables to be cleaned by teachers and/ or TAs before pupils eat lunch If bodily fluids come into contact with classroom equipment or items, ensure that PPE (gloves, apron, mask and eye protection) are used to remove the piece before it is thoroughly cleaned Cleaning products for staff to clean communal products such as kettles and microwaves in staff | | | CTs TAs | Ongoing | |
| | | | | | | | All staff | Ongoing | |
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| | | | | <p>Air conditioning system turned off</p> <p>School ventilation system – school has checked with LA Health and Safety</p> <p>Cleaning frequently touched surfaces during the day (e.g books, toys, desks, chairs, doors, sinks, toilets, light switches, bannisters) and frequently used areas such as toilets</p> <p>Cleaning rooms daily</p> <p>Enhanced cleaning schedule formulated</p> <p>Outside learning takes place frequently</p> <p>Singing, chanting, shouting does not take place</p> | | | <p>SBM</p> <p>SBM</p> <p>Cleaning staff CTs TAs</p> <p>Cleaning staff</p> <p>SBP Cleaning staff</p> <p>CTs</p> <p>CTs</p> | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>1.09</p> <p>Ongoing</p> <p>Ongoing</p> | |
| Poor hygiene practice re. toilet/changing facilities | M | Transmission of infection | Staff | <ul style="list-style-type: none"> Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron, eye protection All changing surfaces to be cleaned before and after each use Nappies/soiled items to be disposed of in yellow bags | L | Unlikely | <p>CTs TAs</p> <p>CTs TAs</p> <p>CTs TAs</p> | Ongoing | <p>AHTs FS lead teacher HT</p> <p>ongoing</p> |

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| | | | | <ul style="list-style-type: none"> • Staff to follow specific intimate care procedures • 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> | | | CTs TAs CTS TAs | | |
| Spread of covid-19 through lack of social distancing | H | Transmission to the school community | Staff Pupils | <p>As per government guidance, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. Therefore, the school seeks to minimise the risk through:</p> <ul style="list-style-type: none"> • Clear signage in place regarding social distancing • Avoiding contact with anyone with symptoms (see above and following section on removing any pupils who demonstrate symptoms within school) • Frequent hand cleaning and good respiratory practice (see above) • Regular cleaning (see cleaning section below) • Minimising contact and mixing – <p>Maintain consistent groups (classes) during lesson time, break time and lunch time</p> | M | Unlikely given the risk control measures | Admin. Staff HT DHTs CTs TAs All staff All staff All staff All staff | 1.09 Ongoing Ongoing Ongoing Ongoing | HT DHTs AHTs FS lead teacher SBM ongoing |

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| | | | | <p>Adults in class to stay 2m away from each other and from children if possible (mark areas) (avoid close face to face contact and minimise time spent within 1 metre of anyone)</p> <p>Pupils to be seated side by side and facing forwards</p> <p>Timetable reviewed and refreshed and programme communicated to teachers and staff</p> <p>Staggered starts and collections, staggered breaktimes and lunchtimes</p> <p>Where possible, one way circulation in place (government advice states that while in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk)</p> <p>If another adult (e.g. first aider or SLT member) needs to communicate with staff or children in a group will use telephone or, if required to do in person, do so from at</p> | | | <p>CTs</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>All staff</p> | <p>1.09</p> <p>1.09</p> <p>Ongoing</p> <p>Ongoing</p> <p>1.09</p> | |
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| | | | | <p>Pupils enter, wherever possible, classrooms from outside</p> | | <p>CTs TAs</p> | <p>Ongoing</p> | |
| | | | | <p>Toilet procedures seek to minimise movement across others</p> | | <p>CTs</p> | <p>Ongoing</p> | |
| | | | | <p>Furniture in school reception area to be removed</p> | | <p>Admin. Staff</p> | <p>1.09</p> | |
| | | | | <p>Discourage parents from entering the school building: Meetings with parents and carers to only be essential and conducted over telephone or email; if physical meeting is unavoidable, then office to be cleared of admin staff if meeting held with teacher, partition partly opened, teacher to stand at least 2 metres from partition, parent/ carer to stand at least 2 metres from partition on marked line; parents to be informed of process by letter and notice</p> | | <p>SLT CTs TAs</p> | <p>Ongoing</p> | |
| | | | | <p>Any informal discussion with parents and carers at start of day must be from a distance of at least 2</p> | | <p>CTs TAs</p> | <p>Ongoing</p> | |

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| | | | | <p>metres and outside school building</p> <p>Staffroom use to be minimised and furniture within to be organised to facilitate social distancing (tables and chairs spaced 2 metres apart, 1 adult/table, forward facing)</p> <p>Staff to instruct pupils not to touch staff and other children</p> | | | <p>SLT CTs TAs</p> <p>All staff</p> | <p>Ongoing</p> <p>Ongoing</p> | |
| Spread of covid-19 through lack of social distancing in shared areas within the school | H | Transmission to the school community | Staff Pupils | <p>As per government guidance, early years and primary age children cannot be expected to remain 2metres apart from each other and staff. Therefore, the school seeks to minimise the risk through:</p> <ul style="list-style-type: none"> • Enter classrooms directly from outside wherever possible • Avoid lunch hall by providing packed lunches which are left outside classrooms and are eaten in classrooms • Avoid hall for PE by using outside spaces at staggered times and with separation between groups for non- contact PE | L | <p>Possible that there will be some passing contact in corridors, otherwise unlikely that social distancing will be disregarded</p> | <p>CTs TAs</p> <p>LSAs CTs TAs</p> <p>CTs TAs</p> | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> | <p>HT DHTs AHTs FS lead teacher</p> <p>ongoing</p> |

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| | | | | <ul style="list-style-type: none"> • Close library • Close ICT suite to anything but teachers collecting/ returning ipads (must be cleaned by teacher prior to and after use) • Enabling one-way circulation within corridors where possible or dividing corridors and stairs • Staggering break times to avoid congestion in corridors and on stairs • Staggering toilet times to avoid congestion in corridors and toilets, supervised by TAs • Children wash hands in classroom before lunchtime to avoid use of corridors and toilets if possible • Office- Notice at school building entrance asking parents and carers to stay outside school entrance if possible, providing school number for parent or carer to call office rather than enter school reception area; appointment required | | | <p>SLT SLT CTs TAs</p> <p>SLT CTs TAs</p> <p>SLT CTs TAs</p> <p>CTs TAs</p> <p>Admin. Staff</p> <p>Admin staff</p> <p>Cleaning staff</p> | <p>Ongoing Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>1.09</p> <p>1.09</p> <p>Ongoing</p> | <p>SBM HT</p> |
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| | | | | <p>locations; sink is available in first aid room next to main office</p> <p>Only 2 admin staff to in main office, 1 member of staff moved to alternative office</p> <p>Staff to wash hands on arrival at school and regularly throughout day (for example, before and after eating)</p> <p>Each individual is responsible for wiping down their own work area before and after use</p> <p>If parent or carer has to physically speak to office staff, staff to keep window partition at front as closed as possible and move at least 2 metres from partially opened partition; parent or carer to stand at 2 metre marker from partition</p> <p>Staff to wash hands after handling shared items; avoid handling if possible; avoid contact by having drop areas</p> <p>Put 2 metre markers from each work station within the office</p> | | | <p>SBM</p> <p>Admin staff</p> <p>Admin staff</p> <p>Admin staff</p> <p>Admin staff</p> <p>SBM</p> | <p>Ongoing</p> <p>ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>1.09</p> | |
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| | | | | <p>Ensure work stations are 2 metres apart</p> <p>Staff to talk to office staff from outside office: using partially opened front window (2metres marked), staff within office to move 2 metres from window and maintain 2 metres from each other within office</p> <p>School reception area to be wiped down by cleaners during the day</p> <p>Visitors to office to be avoided but if necessary, no more than 1 person within the office (apart from 2 admin staff) maintaining a distance of 2 metres; staff to wait outside from at least 2 metre distance from door if waiting to enter</p> <ul style="list-style-type: none"> • Staffroom and staff kitchen- in order to ensure social distancing, staffroom use to be minimised with tables spaced at 2 metres and chairs forward facing; staff may make drink in staffroom if social distancing with others in staffroom is possible but | | | <p>SBM</p> <p>All staff</p> <p>Cleaning staff</p> <p>All staff</p> <p>All staff</p> | <p>1.09</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> | <p>SLT</p> <p>AHTs</p> <p>FS lead teacher</p> <p>ongoing</p> |
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| | | | | <p>only use cups with lids and only 1 member of staff in ground floor kitchen at a time with waiting staff maintaining a 2metre distance outside kitchen door</p> <ul style="list-style-type: none"> Toilets- To ensure that only one child at a time is in the corridor during lesson times and that only one child is in the toilets at a time, the class TA is to look outside the classroom to check that the corridor is empty. If it is, the TA takes the child to the toilet and waits outside the toilet while the child goes in. When child comes out, the TA accompanies the child back to the class along the correct side of corridor marker. If two children want to go to the toilet at the same time, this will be avoided by the fact that each TA has to check that the corridor is empty before leaving the classroom; if corridor already has a TA in it, then the other TA waits until the first TA and child have gone back into class If no TA available, teacher to check if corridor is empty, child goes to toilet which has an open door, | | | CTs TAs | Ongoing | |
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| <p>Spread of covid-19 through lack of social distancing outside the school building during the pupil day</p> | <p>H</p> | <p>Transmission to the school community</p> | <p>Staff Pupils</p> | <p>Start of day (see below)-</p> <ul style="list-style-type: none"> Pupils to arrive on a staggered basis <p>Playtimes-</p> <ul style="list-style-type: none"> Playtimes to be staggered and, if any groups at playtime at the same time, different parts to be allocated and used (e.g. MUGA, KS2 section, KS1 section, fields); strict separation of at least 2 metres at all times Pupils instructed not to play contact games at breaktime or lunchtime Ball games and shared outdoor equipment to be prohibited. Staff to lead games that do not require contact or equipment e.g. musical statues, Simon Says Children reminded of social distancing before breaks Wet play- children to stay in class under teacher supervision <p>Physical Education-</p> <ul style="list-style-type: none"> Sessions to be staggered and, if any groups out at the same time, different parts to be allocated and used (e.g. MUGA, KS2 section, KS1 section, | <p>L</p> | <p>Unlikely that there will be a lack of social distancing</p> | <p>SLT SLT CTs TAs CTs TAs CTs CTs TAs SLT CTs TAs</p> | <p>Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing</p> | <p>HT DHTs FS lead teacher Ongoing</p> |
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| | | | | <p>fields); strict separation between groups at all times</p> <ul style="list-style-type: none"> • Staff to only conduct non-contact activities and maximise distance between pupils and not do team activities • Sports equipment shared between bubbles should be cleaned after every use by the teacher or TA and prior to use by the new teacher or TA; an apron and gloves should be worn for cleaning and also a mask or eye protection if risk of spillage or spray • PE should take place outside | | | <p>CTs TAs</p> <p>CTs TAs</p> <p>CTs</p> | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> | |
| Spread of covid-19 through lack of social distancing at the start and end of the day | H | Transmission to the school community | <p>Pupils Staff Parents and carers</p> | <p>Issue information to children, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus</p> <p>Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up and entrance and exit point</p> <p>Inform each year group and their parents of their allocated times for the beginning and end of their school day</p> <p>Start of day-</p> | L | Unlikely that there will be a disregard for social distancing | <p>HT</p> <p>HT</p> <p>HT DHTs SBM</p> | <p>15.07 Ongoing</p> <p>15.07</p> <p>15.07</p> | <p>HT DHTs AHTs FS lead teacher SBM</p> <p>Ongoing</p> |

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| | | | | <ul style="list-style-type: none"> • Only 1 parent to attend with child • Parents asked not to congregate at school entrance and exits • Parents to enter either through George Street entrance or Hereford Road entrance • Parents to leave school after drop off by following one-way system through closed off carpark • Each class to come on a staggered timetable • Staff member at bottom of stairs to supervise from a 2 metre distance • Junction boxes where 2 lines meet • Children sent to classrooms or entrance points supervised by available teachers and TAs | | | HT | Ongoing | |
| | | | | | | | HT DHTs | Ongoing | |
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| | | | | | | | HR | Ongoing | |
| | | | | | | | CTs TAs | Ongoing | |
| | | | | End of day- | | | | | |
| | | | | <ul style="list-style-type: none"> • Each class has an allotted staggered collection time • Parents follow one-way entry and exit system • Each teacher brings class down at allotted collection time • Teacher sends each child to parent when they reach the marker point at head of que • Parent and child follow one-way exit line | | | SLT | 15.07 | |
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| | | | | | | | CTs TAs/NNEB | Ongoing | |

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| | | | | <ul style="list-style-type: none"> • If child is not collected on time, child is taken back to class by teacher and any late parents inform office by 'phone and arrange teacher to bring child • 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 | | | CTs TAs | Ongoing | |
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| | | | | | | | CTs TAs | 1.09 Ongoing | |
| Transport and journeys to school | Medium | Transmission to the school community | Pupils Parent or carer | Car park closed to enable one-way system for parents Parents informed that only 1 should accompany child | L | Possible some families will use buses | SBM HT | ongoing ongoing | HT |

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| | | | | <p>Parents are encouraged to walk or cycle with their child to school where possible</p> <p>All children must be collected by a named adult or consent to walk alone must be given</p> <p>School to liaise with bus company about social distancing on route and possibility of more services</p> <p>School to get written assurance from bus company that they will ensure any drivers who display symptoms or live in households where someone displays symptoms will not work</p> <p>Hand sanitiser is provided and used by pupils upon boarding and disembarking by bus company</p> <p>School to get written assurance from bus company of additional cleaning programme</p> | | | <p>HT</p> <p>CTs</p> <p>SBM</p> <p>SBM</p> <p>SBM</p> <p>SBM</p> | <p>ongoing</p> <p>Ongoing</p> <p>17.07</p> <p>17.07</p> <p>17.07</p> <p>17.07</p> | |
| Pupil or staff or any other adult displays covid-19 symptoms while at school | H | Transmission to the school community | Pupils Staff | Staff are informed that if anyone demonstrates a new continuous cough, high temperature or change in or loss of taste and smell in school, they must go home and be advised to follow "stay at home: guidance for households with possible or confirmed coronavirus (COVID-19)infection"; staff are kept up to date with any national guidance about the signs, | M | Likely that pupils or staff will show symptoms | HT | 1.09 | SLT 1.09 Ongoing |

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| | | | <p>symptoms and transmission of covid-19</p> <p>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</p> <p>All staff are informed of the procedure in school relating a pupil becoming unwell in school</p> <p>Any pupil who displays signs of being unwell is immediately reported to an SLT member</p> <p>Any staff member who displays signs of being unwell must immediately refer themselves to the SLT and is sent home</p> <p>Leaders establish a rota for cover in the instance that staff have to self-isolate</p> <p>Any siblings of the symptomatic child should also be isolated separately and go home and parents advised of the guidance</p> <p>If a child is awaiting collection, they must be removed from class and moved to a room with a window for ventilation where they can be isolated behind a closed door. Depending on the child's age, they can be supervised through the</p> | | | <p>HT SBM</p> <p>HT</p> <p>All staff</p> <p>All staff</p> <p>HT DHTs</p> <p>SLT CTs</p> <p>SLT</p> | <p>1.09 ongoing</p> <p>1.09</p> <p>Ongoing</p> <p>Ongoing</p> <p>1.09</p> <p>Ongoing</p> <p>Ongoing</p> | |
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| | | | <p>viewing window at all times. If the child has to be supervised from within the room and a distance of 2 metres cannot be maintained, PPE (gloves, apron, mask and eye protection) must be worn by the supervising staff member.</p> <p>If the child needs to use the bathroom while waiting to be collected, they should use a separate bathroom and that bathroom should be cleaned as per the guidance before being used by anyone else; class teacher to inform SBP, HR, HL or TM immediately of any bathroom used and TA to place a No Entry sign on door immediately (No Entry signs to be blu-tacked to back of toilet entrance door and to be taken by supervising TA and placed on front of door)</p> <p>The children in the room with the child showing symptoms (or from the same household as the child showing symptoms) should be moved to another room until the classroom has been cleaned; all areas used by the child should be identified and cleaned before use</p> <p>In an emergency call 999 if they are seriously ill or injured or if their life is at risk</p> <p>If a member of staff has helped/ been in contact with someone who</p> | | | <p>SLT Cleaning staff CTs TAs</p> <p>SLT Cleaners</p> <p>SLT All staff</p> <p>CTs</p> | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> | |
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| | | | <p>has been symptomatic, they do not need to go home themselves unless they develop symptoms or the child subsequently tests positive or they have been requested to do so by NHS Track and Trace . They should wash their hands thoroughly for 20 seconds with soap and water or use sanitiser after coming into contact with someone who is unwell.</p> <p>Parents (and staff) to be informed by letter at start of term and on collection of a child with symptoms that they must book a test, must not come into school if they have symptoms, must self-isolate if they develop symptoms at school, must provide details of anyone they have been in close contact with if they were to test positive or if asked by NHS Track and Trace must self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or tests positive for COVID-19. Parents and staff to be asked to inform the school of test result.</p> <p>Where the child or adult tests negative, if they feel well and no longer have symptoms similar to COVID-19, they can return to the setting; if they have another virus such as a cold, to stay self-isolating until better.</p> <p>Where the child or adult tests positive, they should follow the "stay at home: guidance for</p> | | | <p>TAs</p> <p>HT</p> <p>SLT</p> <p>HT</p> | <p>17.07</p> <p>Ongoing</p> <p>Ongoing</p> | |
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| | | | | negative, they must remain in isolation for the remainder of the 14 day isolation period or if it is positive, must inform the school, self-isolate for at least 7 days and their household must self-isolate for 14 days from when the symptomatic person first had symptoms | | | | | |
| Transmission to staff when administering first aid | H | Transmission to the school community | Staff | <p>PPE to be provided at first aid stations- plastic gloves, aprons, mask, eye protection</p> <p>Children to be encouraged to apply first aid routines themselves under supervision and if appropriate (e.g. application of ice pack)</p> <p>First Aid stations to be closed off and cleaned after use</p> <p>Pupils to avoid activities which heighten risk of injury</p> <p>First Aiders to check supply of first aid resources weekly and expiry dates</p> <p>Asthma pumps and epipens to be available in classrooms</p> <p>Medical lists compiled and available to provide medical details for every child in school, including allergies</p> | L | Staff likely to administer first aid | <p>SBM</p> <p>First Aiders</p> <p>First aiders Cleaning staff</p> <p>CTs TAs</p> <p>First Aiders</p> <p>FSM SLT</p> <p>FSM</p> | <p>1.09</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>1.09</p> | HT FSM |

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| | | | | <p>All staff have received emergency first aid training</p> <p>PFA on site</p> <p>First Aid at Work staff on site</p> <p>First Aid waste is disposed of in hazard bin, double bagged by staff wearing PPE, held in an undisturbed location for 72 hours before disposal</p> | | | <p>SBM</p> <p>FS lead teacher</p> <p>SBM</p> <p>All staff</p> | <p>Current</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> | |
| Poor pupil behaviour increases the risk of the spread of the infection | M | Social distancing is compromised by poor behaviour | Pupils Staff | <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. | L | Poor behaviour unlikely to occur | <p>CTs</p> <p>HT CTs TAs</p> <p>FSM</p> <p>FSM SENCOs</p> | <p>3.09</p> <p>3.09</p> <p>17.07</p> <p>17.07</p> | HT |
| Transmission to staff due to need for handling | H | Transmission to school community | Staff Pupils | <p>Pre-empt by providing additional support to pupil (1:1 TAs to maintain social distancing if possible and use PPE if not- parents informed if using PPE)</p> <p>Avoid or abort activities that will heighten/ are heightening child's anxiety</p> | L | Handling is a possibility | <p>CTs TAs</p> <p>CTs TAs</p> | <p>Ongoing</p> <p>Ongoing</p> | HT ongoing |

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| | | | | <p>If a child is not posing a risk of injury to themselves or others, remove all other children to another room and observe pupil, using de-escalation techniques until calm. If self-injuring, wear PPE when carrying out handling (to be available in classroom)</p> <p>Handling plans and risk assessments in place for identified pupils; seek external advice if appropriate</p> <p>Plans should be shared, understood and followed by staff working with those children</p> <p>Prepare social stories to support pupils with autism/ learning needs (highlighting changes to classrooms/ arrangements/ use of PPE, for example) and share with parents and pupils prior to pupils returning to school</p> <p>Call for parent to remove child from premises. If appropriate, child to be excluded.</p> | | | <p>SLT CTs TAs</p> <p>FSM SENCOS</p> <p>FSM SENCOS</p> <p>SENCOS</p> <p>HT</p> | <p>Ongoing</p> <p>17.07</p> <p>3.09</p> <p>17.07</p> <p>Ongoing</p> | |
| Vulnerable pupils and pupils with SEND do not receive appropriate support | L | Vulnerable pupils and SEND pupils are not well supported with mental health | Vulnerable pupils SEND pupils | <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 (e.g. social stories). | L | Unlikely | <p>FSM SENCOS PHSE co-ord</p> <p>FSM SENCOS</p> | 1.09 | HT |

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| | | | | As a result, pupils with SEND and those concerned about returning to school are well supported. | | | | | |
| Increased number of safeguarding concerns reported after lockdown | M | Increase in number of safeguarding concerns is not addressed effectively | Pupils with safeguarding concerns | <ul style="list-style-type: none"> Agree safeguarding provision to be put in place to support returning pupils (FSM to work from home, one DSL and one DDSL on site during day) 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> | L | Unlikely not to be able to respond effectively | HT FSM HT FSM DSL DDSL | 1.09 1.09 onwards 1.09 ongoing | HT 1.09 ongoing |
| Emergency evacuation due to fire etc | M | Evacuation procedures do not take account of changes in systems, processes and location of staff and pupils | Pupils Staff | <ul style="list-style-type: none"> Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained as much as possible Leaders to communicate procedures to all staff Staff to communicate emergency evacuation procedures to pupils at the beginning of each half-term. Staff to be aware that in an emergency, social distancing does not apply Check fire doors are working and free of damage Check fire exits are clear, working and free of damage | L | Unlikely that processes are not adapted | HT DHTs SBM HT CTs HT SBM SBM | 17.07 1.09 3.09 ongoing 1.09 1.09 1.09 | HT 3.09 |

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| | | | | <ul style="list-style-type: none"> • Ensure PAT certificates are current • Ensure gas safety certificate is current <p>As a result, social distancing is maintained as much as possible in the event of an emergency evacuation or lockdown</p> | | | SBM SBM | 1.09 1.09 | |
| Transmission to staff and pupils through inappropriate/ insufficient cleaning | M | Transmission to school community | Cleaners Pupils Staff | <ul style="list-style-type: none"> • Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to full opening • Government guidance on cleaning procedures and materials to be shared with all staff and followed • PPE for staff to be provided and availability regularly checked; all staff are aware of need to use PPE when cleaning required in any situation, in classroom or other locations over the day • A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures • Where possible, cleaning staff given additional hours to increase the regularity of cleaning | L | Unlikely that cleaning will be insufficient | HT SBM HT SBM SBM SBM SBM | 25.08 1.09 Ongoing Weekly 17.07 | HT SBM Ongoing |

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| | | | | <ul style="list-style-type: none"> • 2 cleaners on site during the day • Whilst pupils are at breaktime/lunchtime, cleaners to clean tables/door handles with a disinfectant spray (sprayed onto disposable cloth)/wipes. Gloves and aprons to be worn during this and hands washed afterwards (masks and eye protection too if spray used) • Disposable gloves/wipes are next to photocopiers/printers • 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). • Suitable cleaning materials as per guidelines provided <p>As a result, high standards of cleanliness are maintained in school.</p> | | | SBM Cleaning staff Cleaning staff SBM SBM | Ongoing Ongoing Ongoing Ongoing | |
| Contractors, deliveries and visitors increase the risk of infection | M | Transmission to school community | Pupils Staff | <ul style="list-style-type: none"> • All contractors/ visitors 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 (if possible, | L | Unlikely as procedures are in place | Admin. Staff SBM FSM SENCOS SBM | Ongoing Ongoing | HT SBM Ongoing |

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| | | | | <p>contractors should work outside school hours)</p> <ul style="list-style-type: none"> • Agree arrival and departure times with visitors • All contractors/visitors to wash hands on entry to the school site • Contractors and visitors are directed to specific/designated handwashing facilities • All areas in which contractors/visitors work are cleaned in line with government guidance • Contractors/visitors to bring own food, drink and utensils onto site. • Physical distancing and hygiene requirements explained to contractors/visitors on arrival <ul style="list-style-type: none"> • 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 | | | FSM SENCOS | Ongoing | |
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| | | | | <p>and use hand sanitiser before entering the building</p> <ul style="list-style-type: none"> Surfaces to be cleaned after any deliveries have been made. If possible, 72 hour isolation for goods maintained <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p> | | | <p>Cleaning staff</p> <p>All staff</p> | <p>Ongoing</p> <p>Ongoing</p> | |
| Stress upon staff members | H | Mental health | Staff | <p>Clinically vulnerable, clinically extremely vulnerable shielded at home.</p> <p>BAME staff are risk assessed to ensure safety measures are in place, including possibility of staying at home or changing roles</p> <p>Induction prior to starting over TEAMS or in written form</p> <p>Regular feedback and updates for staff on site</p> <p>Staff aware of need to report concerns to managers at induction meeting</p> <p>Counselling service available through sickness insurance scheme</p> | M | <p>Likelihood of mental health concerns reduced by processes and counselling resource</p> | <p>HT</p> <p>HT</p> <p>HT</p> <p>HT DHTs AHTs FS lead teacher SBM</p> <p>HT</p> <p>SBM</p> | <p>1.09</p> <p>17.07</p> <p>15.07</p> <p>Ongoing</p> <p>15.07</p> <p>Ongoing</p> | <p>HT DHTs AHTs FS lead teacher SBM</p> <p>Ongoing</p> |

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| | | | | Systems and processes for control of risk are in place and regularly reviewed in light of experience | | | HT DHTs AHTs FS lead teacher SBM | Ongoing | |
| Accident in external carpark | M | Physical injury to staff or pedestrians | Parents Pupils Staff | Parents/ carers informed car park is closed Entrance and exit to car park coned off Staff on duty at a safe distance from cone line Staff wear high visibility jackets Parents walk on path on entry Parents and pupils' path moves to middle of car park when possible Crossings are sufficiently spaced so unauthorised vehicles can see pedestrians on approach Bus company informed that they cannot use car park for drop off or collection | L | Unlikely given controls | SLT Duty staff | Ongoing | HT SBM ongoing |
| Shared transport spreads infection between staff and therefore between bubbles | M | Spread of infection between "bubbles" | Pupils Staff Parents | Staff do not provide transport for each other to and from school | L | Unlikely given control | Staff | Ongoing | HT Ongoing |
| Face coverings from home | M | Spread of infection from objects brought into school from home | Pupils Staff Parents | If staff or pupils wear face coverings to school, they must wash their hands on arrival, dispose of temporary face coverings in the closed bin or place reusable | L | Unlikely given control | Staff | Ongoing | HT Ongoing |

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| | | | | coverings in a plastic bag to take home with them, and then wash their hands again. Pupils and staff must not touch the front of their mask during use or when removing them; staff must instruct pupils of this. | | | | | |
| Standard Health and Safety practices are not carried out | L | Safety standards in the school may drop because of focus on COVID-19 safety measures | Staff Children | Documents including H&S Policy, Fire Risk Assessment and Legionella Risk Assessment reviewed as usual and actions carried out Systems are subject to routine flushing | L | Unlikely | HT(Responsible Person) SBP(Competent Person) Premises staff All staff | Ongoing | HT |
| Educational visits | H | Risk of COVID-19 transmission | Staff Children | All educational visits postponed or cancelled Minibus not used | L | Unlikely | HT EVC All staff | Ongoing | HT |
| Music | H | Risk of COVID-19 transmission | Staff Children | Avoid singing, chanting, playing wind or brass instruments and shouting. Choirs to not take place (Awaiting forthcoming DfE guidance) | L | Unlikely | CTs TAs | Ongoing | HT |
| Display screen equipment | M | Staff risk posture problems and pain, discomfort or injuries from overuse or poorly designed workstations or work environments | Staff | Regular breaks from computer DSE assessments to take place Eye tests provided where needed | L | Unlikely after assessments carried out | SBP HT | 7.09 | HT |

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| | | Headaches | | | | | | | |
| | | Sore eyes | | | | | | | |