## **Leominster Primary School Risk Assessment for Covid-19 and wider school opening**

Risk Assessment completed by: T. Mamak

Job Title: Headteacher

Date of Risk Assessment completion: May 20<sup>th</sup>, 2020

Date of review: June 4<sup>th</sup>, 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 competition date	Line manager check
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	To ensure that all relevant guidance is followed and communicated:  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	Headteacher Deputy Headteachers SBM  Admin. Staff  Class teachers HT Admin staff	Ongoing	HT ongoing

				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	М	Parents and other stakeholders are not aware of systems, processes and requirements, thereby acting	Pupils Staff Parents	All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems     Headteacher to share risk assessment with all staff	M	Unlikely	HT Class teachers HT	29.06 and ongoing	HT ongoing
		unsafely		<ul> <li>Parents notified of risk         assessment plan and shared         with parents via website.</li> <li>As a result, all pupils and all staff         working with pupils are adhering to</li> </ul>			Admin. staff	5.06	
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	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:	L	Unlikely	FSM SBM All staff	3.06 5.06	HT 5.06

Behaviour policy  All staff have regard to all relevant guidance and legislation including, but not limited to, the following:  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' Diff and PHE (2020) 'COVID-19: guidance for educational settings'  The relevant staff receive any necessary training that helps minimise the spread of	 		 	
relevant guidance and legislation including, but not limited to, the following:  - 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		- Behaviour policy		
legislation including, but not limited to, the following:  - 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) 'CVOIV-19: guidance for educational settings'  • The relevant staff receive any necessary training that helps minimise the spread of  HT 4.06		<ul> <li>All staff have regard to all</li> </ul>	All staff	5.06
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necessary training that helps minimise the spread of SBM			шт	4.06
minimise the spread of SBM		- I		4.00
		infection, e.g. infection control		
training.				
Staff are made aware of the				
school's infection control			HT	29.05
procedures in relation to				
coronavirus via email		-		

			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 8th June 2020. All are informed that they must tell a member of staff if they begin to feel unwell Daily electronic briefing issued to staff.  As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.			HT CTs	4.06 29.05 8.06 Ongoing	
Pupils and staff H with prior	Persons classed as "clinically	Pupils Staff	Pupils and staff who have been classed as "clinically extremely	L	Unlikely to be in school	HT	29.05	HT 29.05

medical conditions classed as "clinically extremely vulnerable"		extremely vulnerable" are more at risk from Covid-19 effects		vulnerable" should not attend school setting:  • Letter to staff to selfidentify • Letter to parents to selfidentify children • Safeguarding manager to check school records to identify children • Telephone call to any staff who have not selfidentified to confirm that they are safe to work			HT HT FSM HT	15.05 15.05 29.05	
Pupils and staff who live with a person classed as "clinically extremely vulnerable"	Н	Persons classed as "clinically extremely vulnerable" are more at risk from Covid-19 effects	Pupils Staff Families	Children and staff who live with someone classed as "clinically extremely vulnerable" are not to attend school due to concerns about children's understanding of social distancing	L	Unlikely to be in school	HT FSM	29.05	HT 29.05
Children who have been classed as "clinically vulnerable"	Н	Persons classed as "clinically vulnerable" are more at risk from Covid-19 effects	Pupils	Parents sent letter re. government advice (Opening schools and educational settings to more pupils from June 1- guidance for parents and carers) to self-identify children Safeguarding manager to check records to identify children and discuss with parents/carers, advising discussion with GP regarding safety of return for child	М	Unlikely as information given and GP advice advised	FSM	29.05	HT 29.05
Staff who have been classed as "clinically vulnerable"	Н	Persons classed as "clinically vulnerable" are more at risk from Covid-19 effects	Staff	Staff should work from home due to concerns around social distancing	Low	Unlikely to be at school	НТ	29.05	HT 29.05
Pupils and staff who live with someone who is	М	Persons classed as "clinically vulnerable" are	Pupils Staff Families	Children and staff who live with someone classed as "clinically	L	Likely to be in as per	НТ	29.05	HT 29.05

classified as "clinically vulnerable"		more at risk from Covid-19 effects		vulnerable", including those who are pregnant, can attend the setting		government guidance			
Persons entering the site with Covid-19 symptoms	М	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:  • Letter to remind parents/carers • Staff induction meeting • Notice at school entrance	М	Unlikely (but possible) given instruction to parents/carers and notice at entrance	HT HT Admin. staff	29.05 4.06 2.06	HT 29.05
Pupils and staff who are BAME	Н	Mounting evidence of vulnerability of BAME people	Pupils Staff	Individual risk assessments in place to mitigate risk, including staying at home for staff  Individual risk assessments in place to reduce risk for pupils	M	Unlikely to be in; alternatively, risk assessment in place	HT Chair of Governors FSM	29.05	HT CoG 29.05
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)  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) for at least 20 seconds with running water and soap and dry them thoroughly or use hand sanitiser ensuring that all parts of the hands are covered:	M	Unlikely given controls	Admin. Staff  CTs TAs	1.05 and ongoing	HT DHTs AHTs SBM ongoing

<u></u>			
	Sinks available in majority		
	of classrooms, sinks in		Ongoing
	toilets available		
	Soap, sanitiser, paper		
	towels, bins available in	Cleaning staff	Ongoing
	classrooms and toilets		
	and replenishment checks		
	carried out		
	Alcohol based sanitiser	Admin. Staff	1.05
	(that contains no less than		
	60% alcohol) available in		
	school reception area		
	Children are reminded of	CTs	Ongoing
	correct hand washing	TAs	
	techniques		
	Children who have	CTs	Ongoing
	difficulty cleaning their	TAs	
	hands are helped by staff		
	who can demonstrate and		
	instruct and observe from		
	a social distance		
	Hand washing facilities are	CTs	Ongoing
	supervised by staff when	TAs	
	pupils are washing their		
	hands to avoid		
	overcrowding in hand		
	washing areas		
	All soft furnishings and	CT-	F 0C
	items that are hard to	CTs	5.06
	clean are removed	TAs	
	All unnecessary furniture	CTS	5.06
	and items to be removed	TAS	3.00
	from classrooms	IAS	
	Contact with communal	CTs	Ongoing
	surfaces such as door	TAS	
	handles minimised; doors	1/1/3	
	to be kept open		

Where possible, windows	CTs	Ongoing
to be kept open for	TAs	3608
ventilation	HT	
Pupils do not bring	CTs/TAs	Ongoing
resources or equipment		
from home	OT /TA	
Staff clean ipads prior to	CTs/TAs	Ongoing
and after use		
Shared telephone	All staff	Ongoing
handsets to be wiped	7 5	58
before and after use		
Shared teaching resources	CTs	Ongoing
to be cleaned prior to and	TAs	
after use		
Pupils to have own	CT-	Onnina
resources and equipment	CTs TAs	Ongoing
for activities, not shared	1/3	
resources, and these are		
to be cleaned by teacher		
and/ or TA prior to and		
after use		
Pupils and staff do not		
share cutlery, cups or	All staff	Ongoing
food. Staff to bring in their		
own cups and utensils		
All utensils are thoroughly		
cleaned before and after	All staff	Ongoing
use		
Tables to be cleaned by		
teachers and/ or TAs	CTs	Ongoing
before pupils eat lunch	TAs	
If bodily fluids come into     contact with classroom	All staff	Ongoing
		- 38
equipment or items,		
ensure that PPE (gloves,		

		apron, mask and eye		
		protection) are used to		
		remove the piece before it		
		is thoroughly cleaned		
		is thoroughly eleuned		
		Children and staff follow good		
		respiratory hygiene using the "catch		
		it, bin it, kill it" approach (use a		
		tissue or elbow to cough or sneeze,		
		use bin for tissue waste, avoid		
		touching face):		
		Tissues available in		
		classrooms	CTs	Ongoing
		Classioullis	TAs	
		<ul> <li>Lidded bins (until</li> </ul>		
		delivered, unlidded bin to	Cleaning staff	Ongoing
		be placed outside class for		
		removal after use, use		
		gloves and wash hands)		
		gioves and wash hands)		
		Bins cleared through the		
		day	CTs	Ongoing
		uay	TAs	
			Cleaning staff	
		Children and staff are encouraged	l <u>_</u>	
		not to touch their faces	HT	Ongoing
		not to touch their faces		
		Children are encouraged to adopt		
		good hygiene practice through	CTs	Ongoing
		games, songs and repetition	TAs	
		games, songs and repetition		
		Activities avoid unhygienic practices	CT-	Ou maior
		(e.g. sharing of resources or	CTs	Ongoing
		equipment)	TAs	
		equipment)		
		Classrooms are ventilated where	CT-	
		possible; any doors wedged open	CTs	20.05
		must be managed by staff	TAs	29.05
		must be managed by stan		

	Air conditioning system turned off		Ongoing
	Cabaal washilation avatasa asha -l	SBM	
	School ventilation system – school to check with LA Health and Safety	SBM	
	to check with LA Health and Salety	Solvi	
	Cleaning frequently touched	Cleaning staff	Ongoing
	surfaces during the day e.g books,	CTs	
	toys, desks, chairs, doors, sinks,	TAs	
	toilets, light switches, bannisters		
	Classica deile	Classing staff	Onneine
	Cleaning daily	Cleaning staff	Ongoing
	Deeper cleaning	Cleaning staff	Ongoing
		0.508 5.011	- 36
	Outside learning takes place	CTs	
	frequently		

Poor hygiene practice re. toilet/changing facilities	М	Transmission of infection	Staff	<ul> <li>Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron, eye protection</li> <li>All changing surfaces to be cleaned before and after each use</li> <li>Nappies/soiled items to be disposed of in yellow bags</li> <li>Staff to follow specific intimate care procedures</li> <li>Any soiled clothes are put into a plastic bag (double bagged) and sent home.</li> </ul>	L	Unlikely	CTs TAs  CTs TAs  CTs TAs  CTs TAs  CTs TAs  CTs TAs	Ongoing	AHTs FS lead teacher HT ongoing

				As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.					
Spread of covid- 19 through lack of social distancing	Н	Transmission to the school community	Staff Pupils	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:	M	Unlikely given the risk control measures			HT DHTs AHTs FS lead teacher SBM
				<ul> <li>Clear signage in place regarding social distancing</li> <li>Avoiding contact with anyone with symptoms (see above and following section on removing any pupils who demonstrate symptoms within school)</li> <li>Frequent hand cleaning and good respiratory practice ( see above)</li> <li>Regular cleaning (see cleaning section below)</li> <li>Minimising contact and mixing —</li> </ul>			Admin. Staff  HT DHTs CTs TAs  All staff  All staff	2.06 Ongoing Ongoing Ongoing	ongoing
				Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend			SLT	27.05	
				Leaders to calculate capacities of classrooms. Classrooms allocated for provision and arranged so that pupils can remain 2			SLT	26.05	

		1		1
	metres apart where			
	practicable			
	Timetable reviewed and		SLT	1.05
	refreshed and programme			
	communicated to			
	teachers and staff			
	Staggered starts and			
	collections, staggered		_	
	breaktimes and		SLT	26.05
	lunchtimes			
	Where possible, one way			
	circulation in place			
	(government advice states			
	that while in general		SLT	29.05
	groups should be kept			
	apart, brief, transitory			
	contact, such as passing in			
	a corridor, is low risk)			
	a corridor, is low risky			
	Pupils will be split into			
	groups of 6-8 pupils with			
	1 teacher and, if required,		SLT	26.05
	1 TA/NNEB and 1 SEN TA			
	(this includes vulnerable			
	pupil and key worker			
	children groups)			
	Pupils will stay in their			
	group, no new pupils			
	introduced and no pupil		SLT	Ongoing
	moved to another group			

	The adults assigned to the	SLT	Ongoing
	group will stay with this		
	group only		
	If another adult (e.g. first	All staff	Ongoing
	aider or SLT member)		
	needs to communicate		
	with staff or children in a		
	group will use telephone		
	or, if required to do in		
	pwerson, do so from at		
	least 2 metres away from		
	any children or adults		
	Bins placed outside room	CTs	Ongoing
	for clearing	TAs	
	Packed lunches left		
	outside rooms for	Admin. Staff	Ongoing
	collection		
	Pupils and adults always	CTs	Ongoing
	use the same room and	TAs	
	the same desk and chairs		
	Classrooms should have	CT-	05.00
		CTs TAs	05.06
	unnecessary surfaces and items removed to create	IAS	
	space and increase		
	hygiene; stored elsewhere		
	Pathways to class sinks	CTs	05.06
	(move child from desk if	TAs	
	needed)		
		SI T	05.06
	Tables should be spread	SLT	05.06
	at least 2 metres apart,	CTs	
		TAs	

allowing additional space		
for movement		
1:1 SEN TAs should be	CTs On	going
placed 2m from pupil and	TAs	
activities should enable		
this		
1:1 SEN TAs to use PPE if		
needed due to proximity	CTs On	going
(gloves, aprons, masks,	TAS	88
eye protection)		
eye protections		
Curriculum activities do		
not break social distancing	CTs On	asina
		going
requirements (e.g. no	TAs	
group work, no sharing of		
resources)		
Pupils enter, wherever		
possible, classrooms from		going
outside, one at a time,	CTs	
after lining up on 2m	TAs	
markers outside the		
classroom doors (if		
possible)		
position,		
Toilet procedures seek to	SLT On	going
minimise movement	CTs	808
across others	TAs	
across others	IAS	
Ear children in early years	SLT 26.	OE
For children in early years,	SL1   26.	כט
the staff to child ratios		
within the EYFS will		
continue to apply, using		
these to group children		
into smaller groups		

Furniture in school	Admin. Staff	5.06
	Admin. Stan	5.00
reception area to be		
removed		
Discourage parents from		
entering the school	SLT	Ongoing
building: Meetings with	CTs	Oligoling
parents and carers to only	TAs	
be essential and	IAS	
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		
Any informal discussion	SLT	Ongoing
with parents and carers at	CTs	
start of day must be from	TAs	
a distance of at least 2		
metres and outside school		
building		
If a child needs to leave		
	CT-	Oppositor
seat and move within	CTs	Ongoing
classroom (for example to	TAs	
sink), then any child who		
is seated at a desk the		
child may walk too closely		
(for example, by the sink)		
must be moved to an area		

social distancing community cannot be expected to remain some passing AHTs				2m away (for example, the TA or teacher may need to exit room to create a space for child to stand on while other child uses sink)					
within the school staff. Therefore, the school seeks to minimise the risk through: corridors, otherwise	19 through lack of social distancing in shared areas	H	the school	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:  • 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 that does not use equipment • 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	L	there will be some passing contact in corridors, otherwise unlikely that social distancing will be	TAS  Admin. Staff CTs TAS  CTs TAS  SLT SLT CTs TAS  SLT CTs TAS	Ongoing Ongoing Ongoing Ongoing	HT DHTs AHTs FS lead teacher ongoing

Staggering break times for	SLT	Ongoing
top corridor pupils to	CTs	56516
avoid congestion in	TAS	
corridors and on stairs	17.5	
Staggering toilet times to	CTs	Ongoing
avoid congestion in	TAs	Oligonia
corridors and toilets,	1/3	
supervised by TAs	SBM	29.05
Placing 2 metre markers	SDIVI	29.03
outside classroom		
entrances/exits for		
children to line up		
Children wash hands in	CTs	Ongoing
classroom before		Ongoing
lunchtime to avoid use of	TAs	
corridors and toilets if		
possible		
Office-		
Notice at school building		
entrance asking parents	Admin. Staff	2.06 SBM
and carers to stay outside		HT
school entrance if		
possible, providing school		
number for parent or		
carer to call office rather		
than enter school		
reception area		
Remove furniture from	Admin staff	5.06
school reception area		
school reception area		
Tissues and hand sanitiser		
to be available in office	Cleaning staff	Ongoing
locations; sink is available		
in first aid room next to		
main office		
	CDM	angaing
Only 2 admin staff to in	SBM	ongoing
main office, 1 member of		

	-	
staff moved to alternative		
office		
Staff to wash hands on	Admin staff	Ongoing
arrival at school and		
regularly throughout day		
(for example, before and		
after eating)		
arter eating)		
Each individual is	A due to at a ff	Onssins
	Admin staff	Ongoing
responsible for wiping		
down their own work area		
before and after use		
If parent or carer has to	Admin staff	Ongoing
physically speak to office		
staff, staff to keep		
window partition 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		
Staff to wash hands after	Admin staff	Ongoing
handling shared items;	, (311111 31411	0006
avoid handling if possible		
avoid fidifulling it possible		
Put 2 metre markers from	SBM	29.05
each work station within	Joivi	25.05
the office		
гие отпсе		
Encure work stations are 2	CDN4	29.05
Ensure work stations are 2	SBM	23.03
metres apart		
Staff to talk to office staff		
from outside office: using	All staff	Ongoing
	All Stall	Unguing
partially opened window		
(2metres marked), staff		

 		 T	
	within office to move 2		
	metres from window and		
	maintain 2 metres from		
	each other within office		
	School reception area to		
	be wiped down by	Cleaning staff	Ongoing
	cleaners during the day		
	Visitors to office to be	All staff	Ongoing
	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		
	Staffroom and staff		
	kitchen- in order to	All staff	Ongoing
	ensure social distancing,		
	staffroom to be closed		
	and staff eat lunch in		
	designated outside area;		
	staff may make drink in		
	staffroom but only use		
	cups with lids and only 1		
	member of staff in kitchen		
	or staffroom at a time		
	with waiting staff		
	maintaining a 2metre		
	distance outside kitchen		
	or staffroom door		
	Toilets- To ensure that		
	only one child at a time is	CTs	Ongoing
	in the corridor during	TAs	
	lesson times and that only	17.0	
	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  Staff toilets- only one member of staff to go in at any one time, staff to check if in use sign is on door before entering; toilets cleaned during the day  PPA room only used by 1 staff member at a time for photocopying; staff to	All Staff  CTs TAs	Ongoing	SLT AHTS FS lead teacher ongoing
	door before entering; toilets cleaned during the day • PPA room only used by 1 staff member at a time for		Ongoing	teacher

Spread of covid- 19 through lack of social distancing outside the school during the pupil day	Н	Transmission to the school community	Staff Pupils	Start of day (see below)-  Pupils to arrive on a staggered basis  Pupils to line up at classroom door on 2metre markers if possible or go in one at a time on arrival followed by handwashing one at a time	L	Unlikely that there will be a lack of social distancing	SLT CTs TAs	26.05 Ongoing	HT DHTs FS lead teacher 29.05 Ongoing
				Playtimes- 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 Scattered squares to be marked out for children to be in, space left between each square			SLT CTs TAs	Ongoing  29.05 Ongoing	

		Ongoing
Pupils advised not to play	CTs	Ongoing
contact games at	TAs	
breaktime or lunchtime		
Ball games and shared	CTs	Ongoing
outdoor equipment to be	TAs	
prohibited. Staff to lead		
games that do not require		
contact or equipment e.g.		
musical statues, Simon		
Says		
Wet play- children to stay	CTs	Ongoing
in class under teacher	TAs	
supervision		
Supervision		
Physical Education-		
Sessions to be staggered	SLT	Ongoing
and, if any groups out at	CTs	
the same time, different	TAs	
parts to be allocated and		
used (e.g. MUGA, KS2		
section, KS1 section,		
fields); strict separation		
between groups at all		
times		
Scattered squares to be		
marked out for children to	SBM	29.05
be in, space left between	CTs	Ongoing
each square	TAs	
Staff to only conduct non-		
contact activities and not	CTs	Ongoing
	TAs	
do team activities; ball	1.7.5	
games and shared		
equipment is prohibited		
Equipment not to be used	CTs/TAs	Ongoing
	C13/1/3	Chigoling
Hall not to be used	CTs	Ongoing
	TAs	Chigoling
	IAS	

Spread of covid- 19 through lack of social distancing at the start and end of the day	Н	Transmission to the school community	Pupils Staff Parents and carers	Issue information to children, 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 and entrance and exit point  Inform each year group and their parents of their allocated times for the beginning and end of their school day  Start of day-  Only 1 parent to attend	L	Unlikely that there will be a disregard for social distancing	HT HT DHTs SBM	29.05 Ongoing 29.05 27.05	HT DHTs AHTs FS lead teacher SBM Ongoing

Parents asked not to		Ongoing
congregate at school	DHTs	
entrance and exits		
Parents to enter either	HT (	Ongoing
through George Street	DHTs	
entrance or Hereford		
Road entrance		
Parents to leave school	HT (	Ongoing
after drop off by following	DHTs	
one- way system through		
closed off carpark		
· · · · · · · · · · · · · · · · · · ·	нт	Ongoing
Each class to come on a     staggard timestable	DHTs	, <sub>0</sub>
staggered timetable	D1113	
Staff member at bottom	SBM	Ingoing
of stairs to supervise from	JOINI C	Ongoing
a 2 metre distance for		
vulnerable group and key		
worker children		
Junction boxs where 2		
lines meet		5.06
Children sent to		Ongoing
classrooms or entrance		Ongoing
points supervised by	TAs	
teachers and TAs		
End of day-		
Each class has an allotted		
staggered collection time	SLT 5	5.06
Parents follow one-way		
entry and exit system	CTs	Ongoing
	TAs	
Each teacher brings class	CTs	
down at allotted	TAs	
collection time		
Teacher sends each child	CTs	Ongoing
to parent when they	TAs/NNEB	, <sub>0</sub>
reach the marker point at	173/MAED	
head of que		
Parent and child follow		Ongoing
one-way exit line		Ongoing

				<ul> <li>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</li> <li>Make parents and pupils aware of government recommendations with regard to transport.         Inform parents and pupils of restrictions and plans relating to school transport     </li> <li>Issue information to pupils in relation to restrictions on their movement around the site</li> </ul>			CTs TAs SLT CTs TAs	Ongoing  5.06  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	8.06 ongoing 29.05 ongoing	НТ

				Parents are encouraged to walk or cycle with their child to school where possible			НТ	29.05 ongoing	
				All children must be collected by a named adult			CTs	29.05 Ongoing	
				School to liaise with bus company about social distancing on route			SBM	29.05	
				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			SBM	3.06	
Pupil or staff or any other adult displays covid-19 symptoms while at school	Н	Transmission to the school community	Pupils Staff	Staff are informed that if anyone demonstrates a continuous cough, high temperature or change in or loss of taste and smell in school, they must go home and be advised to follow covid-19 guidance for households with possible covid-19 infection guidance; staff are kept up to date with any national guidance about the signs, symptoms and transmission of covid-19	М	Likely that pupils or staff will show symptoms	НТ	29.05	SLT 29.05 Ongoing
				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			НТ	29.05	

			-
	Any pupil who displays signs of being unwell is immediately referred to an SLT member	All staff	Ongoing
	Any staff member who displays signs of being unwell must immediately refer themselves to the SLT and is sent home	All staff	Ongoing
	Leaders establish a rota for cover in the instance that staff have to self-isolate	HT DHTs	26.05
	Any siblings of the symptomatic child should also be isolated separately and go home and parents advised of the guidance	SLT CTs	Ongoing
	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 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.	SLT	Ongoing
	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	SLT Cleaning staff	Ongoing

the guidance before being used by anyone else.		ngoing
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	CTs TAs	
In an emergency call 999 if they are seriously ill or injured or if their life is at risk	SLT Or	ngoing
If a member of staff has helped someone who has been symptomatic, they do not need to go home themselves unless they develop symptoms or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after coming into contact with someone who is unwell.	SLT Or	ngoing
Where the child or adult tests negative, they can return to the setting	SLT Or	ngoing
Where the child or adult tests positive, the rest of the class and adults should be sent home and advised to self-isolate for 14 days.	SLT	ngoing
The Headteacher will contact PHE. Then PHE's local protection teams	HT Or	ngoing

				to conduct a rapid investigation and will advise school on appropriate action.					
Transmission to staff when administering first aid	Н	Transmission to the school community	Staff	PPE to be provided at first aid stations- plastic gloves, aprons, mask, eye protection	L	Staff likely to administer first aid	SBM	4.06	HT FSM
iirst ald				Children to be encouraged to apply first aid routines themselves under supervision and if appropriate (e.g. application of ice pack)			First Aiders	Ongoing	
				First Aid stations to be closed off and cleaned after use			First aiders Cleaning staff	Ongoing	
				Pupils to avoid activities which heighten risk of injury			CTs TAs	Ongoing	
				First Aiders to check supply of first aid resources weekly			First Aiders	Ongoing	
				Asthma pumps and epipens to be available in classrooms – parents asked to confirm that they are with child on arrival at school			FSM SLT	Ongoing	
				Medical lists compiled and available to provide medical details for every child in school, including allergies			FSM	4.06	
				All staff have received emergency first aid training			SBM	Current	
				PFA on site			FS lead teacher	Ongoing	
				First Aid at Work staff on site			SBM	Ongoing	

				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			All staff	Ongoing	
Poor pupil behaviour increases the risk of the spread of the infection	М	Social distancing is compromised by poor behaviour	Pupils Staff	<ul> <li>Pupils are reminded of the behaviour policy on their return to school</li> <li>Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is</li> </ul>	L	Poor behaviour unlikely to occur	CTs  HT CTs TAs	8.06 29.05 8.06	HT 4.06 8.06
				<ul> <li>adjusted as a consequence</li> <li>Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary.</li> </ul>			FSM SENCOs	4.06	
Transmission to staff due to need for handling	Н	Transmission to school community	Staff Pupils	Pre-empt by providing additional support to pupil (1:1 Tas to maintain social distancing if possible and use PPE if not)  Avoid or abort activities that will beighten (are beightening shill/s	L	Handling is a possibility	CTs TAs	Ongoing	HT ongoing
				heighten/ are heightening child's anxiety  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 selfinjuring, wear PPE when carrying out handling ( to be available in classroom)			SLT CTs TAs	Ongoing	

				Handling plans and risk assessments in place for identified pupils; seek external advice if appropriate			FSM SENCOs	4.06	
				Plans should be shared, understood and followed by staff working with those children			FSM SENCOs	4.06	
				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			SENCOs	3.06	
				Call for parent to remove child from premises. If appropriate, child to be excluded.			НТ	Ongoing	
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> <li>Appropriate planning is in place to support the mental health of pupils returning to school</li> <li>Agree what returning support is available to pupils with SEND in conjunction with families and other agencies.</li> </ul>	L	Unlikely	FSM SENCOs FSM SENCOs	5.06	HT 3.06
				As a result, pupils with SEND and those concerned about returning to school are well supported.					
Increased number of safeguarding concerns reported after lockdown	М	Increase in number of safeguarding concerns is not addressed effectively	Pupils with safeguarding concerns	<ul> <li>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)</li> </ul>	L	Unlikely not to be able to respond effectively	HT FSM	1.06	HT 1.06 ongoing

				<ul> <li>Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns</li> <li>Follow up any referrals made by staff swiftly, while maintaining social distancing.</li> </ul> As a result, safeguarding remains of the highest priority and practice.			FSM	1.06 8.06 ongoing	
Emergency evacuation due to fire etc	H	Evacuation procedures do not take account of changes in systems, processes and location of staff and pupils	Pupils Staff	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 day.  As a result, social distancing is maintained as much as possible in the event of an emergency evacuation	L	Unlikely that processes are not adapted	HT DHTs SBM  HT CT	29.05 4.06 Ongoing	HT 4.06
Transmission to staff and pupils through inappropriate/ insufficient cleaning	М	Transmission to school community	Cleaners Pupils Staff	Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to 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	L	Unlikely that cleaning will be insufficient	HT SBM HT SBM	29.05 26.05 Ongoing	HT SBM Ongoing

need to use PPE when cleaning		
required in any situation, in		
classroom or other locations		
over the day		
A nominated member of staff	SBM	Weekly
monitors the standards of	SBIVI	Weekly
cleaning in school and		
identifies any additional		
cleaning measures		
Where possible, cleaning staff		
given additional hours to		
increase the regularity of	SBM	8.06
cleaning		
2 cleaners on site during the	SBM	8.06
day		
Whilst pupils are at		
breaktime/lunchtime, cleaners	Cleaning staff	8.06
to clean tables/door handles		
with a disinfectant spray.		
Gloves and aprons to be worn		
during this and hands washed		
afterwards		
Disposable		
gloves/wipes/sprays are next	Cleaning staff	1.06
to photocopiers/printers		
Cleaners to act upon guidance	SBM	1.06
normally linked to 'deep	JUIVI	1.00
cleans' as part of their daily		
procedures (i.e. a focus on		
door handles, toilets, changing		
room, toys in the Early Years).		
room, toys in the Larry rears).		
As a result, high standards of		
cleanliness are maintained in		
school.		

Contractors,	М	Transmission to	Pupils	•	All contractors to be checked	L	Unlikely as	Admin. Staff	Ongoing	HT
deliveries and		school	Staff		to ensure that they are		procedures	SBM		SBM
visitors increase		community			essential visitors prior to entry		are in place			Ongoing
the risk of infection					to the school					
infection				•	Agree arrival and departure			SBM	Ongoing	
					times with contractors to			JEIVI	Oligonia	
					ensure that there is no contact					
					with staff or pupils					
				•	All contractors/visitors to wash					
					hands either prior to or on			Admin. Staff	Ongoing	
					entry to the school site					
				•	Contractors and visitors are			Admin staff	Ongoing	
					directed to specific/designated				3 0 0	
					handwashing facilities					
				•	All areas in which contractors					
					work are cleaned in line with			SBM	Ongoing	
					government guidance					
				•	Contractors to bring own food,			SBM	Ongoing	
					drink and utensils onto site.					
				•	Staff who receive deliveries to					
					the school to wash hands in			All staff	Ongoing	
					line with government guidance					
					after handling					
				•	Where possible, staff to			SBM	Ongoing	
					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			Admin. Staff	Ongoing	
					site, ensure that they are asked					
					to maintain social distancing	1				
					and use hand sanitiser before					
					entering the building					

				Surfaces to be cleaned after any deliveries have been made.  As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.			Cleaning staff	Ongoing	
Stress upon staff members	Н	Mental health	Staff	Clinically vulnerable, clinically extremely vulnerable shielded at home.  BAME staff are risk assessed to ensure safety measures are in place, including possibility of staying at home	М	Likelihood of mental health concerns reduced by processes and counselling resource	нт	29.05	HT DHTs AHTs FS lead teacher SBM Ongoing
				Induction prior to starting over TEAMS or in written form			нт	21.05 4.06	
				Regular feedback and updates for staff on site			HT DHTs AHTs FS lead teacher SBM	Ongoing	
				Staff aware of need to report concerns to managers at induction meeting			нт	4.06	
				Counselling service available through sickness insurance scheme			SBM	Ongoing	
				Systems and processes for control of risk are in place and regularly reviewed in light of experience			HT DHTs AHTs FS lead teacher	Ongoing	

		6554	
		SBM	
		~	