

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 20th, 2020

Date of review: June 4th, 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	<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

				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	29.06 and ongoing 26.06 5.06	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	3.06 5.06	HT 5.06

				<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' • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • Staff are made aware of the school's infection control procedures in relation to coronavirus via email 			All staff	5.06	
							HT AHTs SBM	4.06	
							HT	29.05	

				<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 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. <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	4.06	
							HT	29.05	
							CTs	8.06	
							HT DHTs	Ongoing	
Pupils and staff with prior	H	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: <ul style="list-style-type: none"> Letter to staff to self-identify Letter to parents to self-identify children Safeguarding manager to check school records to identify children Telephone call to any staff who have not self-identified to confirm that they are safe to work 			HT HT FSM HT	15.05 15.05 29.05 29.05	
Pupils and staff who live with a person classed as "clinically extremely vulnerable"	H	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"	H	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	M	Unlikely as information given and GP advice advised	HT FSM	29.05	HT 29.05
Staff who have been classed as "clinically vulnerable"	H	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	HT	29.05	HT 29.05
Pupils and staff who live with someone who is	M	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	HT	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	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	29.05 4.06 2.06	HT 29.05
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 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 4.06	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	2.06 1.05 and ongoing	HT DHTs AHTs SBM ongoing

				<ul style="list-style-type: none"> • Where possible, windows to be kept open for ventilation • Pupils do not bring resources or equipment from home • Staff clean ipads prior to and after use • Shared telephone handsets to be wiped before and after use • Shared teaching resources to be cleaned prior to and after use • Pupils to have own resources and equipment for activities, not shared 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 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, 			<p>CTs TAs HT</p>	Ongoing	
							CTs/TAs	Ongoing	
							CTs/TAs	Ongoing	
							All staff	Ongoing	
							CTs TAs	Ongoing	
							CTs TAs	Ongoing	
							All staff	Ongoing	
							All staff	Ongoing	
							CTs TAs	Ongoing	
							All staff	Ongoing	

				<p>Air conditioning system turned off</p> <p>School ventilation system – school to check 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</p> <p>Cleaning daily</p> <p>Deeper cleaning</p> <p>Outside learning takes place frequently</p>			<p>SBM</p> <p>SBM</p> <p>Cleaning staff CTs TAs</p> <p>Cleaning staff</p> <p>Cleaning staff</p> <p>CTs</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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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 • Staff to follow specific intimate care procedures • Any soiled clothes are put into a plastic bag (double bagged) and sent home. 	L	Unlikely	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	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>Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend</p> <p>Leaders to calculate capacities of classrooms. Classrooms allocated for provision and arranged so that pupils can remain 2</p>	M	Unlikely given the risk control measures	<p>Admin. Staff</p> <p>HT DHTs CTs TAs</p> <p>All staff</p> <p>All staff</p> <p>SLT</p> <p>SLT</p>	<p>2.06</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>27.05</p> <p>26.05</p>	<p>HT DHTs AHTs FS lead teacher SBM</p> <p>ongoing</p>

				metres apart where practicable					
				Timetable reviewed and refreshed and programme communicated to teachers and staff			SLT	1.05	
				Staggered starts and collections, staggered breaktimes and lunchtimes			SLT	26.05	
				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)			SLT	29.05	
				Pupils will be split into groups of 6-8 pupils with 1 teacher and, if required, 1 TA/NNEB and 1 SEN TA (this includes vulnerable pupil and key worker children groups)			SLT	26.05	
				Pupils will stay in their group, no new pupils introduced and no pupil moved to another group			SLT	Ongoing	

				<p>The adults assigned to the group will stay with this group only</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 least 2 metres away from any children or adults</p> <p>Bins placed outside room for clearing</p> <p>Packed lunches left outside rooms for collection</p> <p>Pupils and adults always use the same room and the same desk and chairs</p> <p>Classrooms should have unnecessary surfaces and items removed to create space and increase hygiene; stored elsewhere</p> <p>Pathways to class sinks (move child from desk if needed)</p> <p>Tables should be spread at least 2 metres apart,</p>			<p>SLT</p> <p>All staff</p> <p>CTs TAs</p> <p>Admin. Staff</p> <p>CTs TAs</p> <p>CTs TAs</p> <p>CTs TAs</p> <p>SLT CTs TAs</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>05.06</p> <p>05.06</p> <p>05.06</p>	
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				<p>Furniture in school reception area to be removed</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>Any informal discussion with parents and carers at start of day must be from a distance of at least 2 metres and outside school building</p> <p>If a child needs to leave seat and move within classroom (for example to 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</p>			<p>Admin. Staff</p> <p>SLT CTs TAs</p> <p>SLT CTs TAs</p> <p>CTs TAs</p>	<p>5.06</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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				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)					
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 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 stairs 	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>Admin. Staff CTs TAs</p> <p>CTs TAs</p> <p>SLT SLT CTs TAs</p> <p>SLT CTs TAs</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing Ongoing</p> <p>29.05</p>	<p>HT DHTs AHTs FS lead teacher</p> <p>ongoing</p>

				<ul style="list-style-type: none"> • Staggering break times for top corridor pupils to avoid congestion in corridors and on stairs • Staggering toilet times to avoid congestion in corridors and toilets, supervised by TAs • Placing 2 metre markers outside classroom entrances/exits for children to line up • 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 			SLT CTs TAs	Ongoing	
							CTs TAs	Ongoing	
							SBM	29.05	
							CTs TAs	Ongoing	
							Admin. Staff	2.06	SBM HT
				Remove furniture from school reception area			Admin staff	5.06	
				Tissues and hand sanitiser to be available in office locations; sink is available in first aid room next to main office			Cleaning staff	Ongoing	
				Only 2 admin staff to in main office, 1 member of			SBM	ongoing	

				<p>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 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</p> <p>Put 2 metre markers from each work station within the office</p> <p>Ensure work stations are 2 metres apart</p> <p>Staff to talk to office staff from outside office: using partially opened window (2metres marked), staff</p>			<p>Admin staff</p> <p>Admin staff</p> <p>Admin staff</p> <p>Admin staff</p> <p>SBM</p> <p>SBM</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>29.05</p> <p>29.05</p> <p>Ongoing</p>	
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				<p>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</p> <ul style="list-style-type: none"> • Staffroom and staff kitchen- in order to 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 in the corridor during lesson times and that only one child is in the toilets at a time, the class TA is 			<p>Cleaning staff</p> <p>All staff</p> <p>All staff</p> <p>CTs TAs</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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Spread of covid-19 through lack of social distancing outside the school during the pupil day	H	Transmission to the school community	Staff Pupils	<p>Start of day (see below)-</p> <ul style="list-style-type: none"> 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 <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 Scattered squares to be marked out for children to be in, space left between each square 	L	Unlikely that there will be a lack of social distancing	<p>SLT</p> <p>CTs TAs</p> <p>SLT CTs TAs</p> <p>SBM CTs TAs</p>	<p>26.05</p> <p>Ongoing</p> <p>Ongoing</p> <p>29.05 Ongoing</p>	<p>HT DHTs FS lead teacher</p> <p>29.05 Ongoing</p>

				<ul style="list-style-type: none"> • Pupils advised 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 • Wet play- children to stay in class under teacher supervision 			CTs TAs	Ongoing	
							CTs TAs	Ongoing	
							CTs TAs	Ongoing	
				Physical Education-			SLT CTs TAs	Ongoing	
				<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, fields); strict separation between groups at all times • Scattered squares to be marked out for children to be in, space left between each square • Staff to only conduct non-contact activities and not do team activities; ball games and shared equipment is prohibited • Equipment not to be used • Hall not to be used 			SBM CTs TAs	29.05 Ongoing	
							CTs TAs	Ongoing	
							CTs/TAs	Ongoing	
							CTs TAs	Ongoing	

Spread of covid-19 through lack of social distancing at the start and end of the day	H	Transmission to the school community	Pupils Staff Parents and carers	<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> <ul style="list-style-type: none"> Only 1 parent to attend with child 	L	Unlikely that there will be a disregard for social distancing	<p>HT</p> <p>HT</p> <p>HT DHTs SBM</p> <p>HT DHTs</p>	<p>29.05 Ongoing</p> <p>29.05</p> <p>27.05</p> <p>Ongoing</p>	<p>HT DHTs AHTs FS lead teacher SBM</p> <p>Ongoing</p>

				<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	
							SLT	5.06	
							CTs TAs	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	8.06 ongoing 29.05 ongoing	HT

				<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</p> <p>School to liaise with bus company about social distancing on route</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>HT</p> <p>CTs</p> <p>SBM</p> <p>SBM</p>	<p>29.05 ongoing</p> <p>29.05 Ongoing</p> <p>29.05</p> <p>3.06</p>	
Pupil or staff or any other adult displays covid-19 symptoms while at school	H	Transmission to the school community	Pupils Staff	<p>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</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>	M	Likely that pupils or staff will show symptoms	<p>HT</p> <p>HT</p>	<p>29.05</p> <p>29.05</p>	<p>SLT</p> <p>29.05 Ongoing</p>

				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	

				to conduct a rapid investigation and will advise school on appropriate action.					
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</p> <p>Asthma pumps and epipens to be available in classrooms – parents asked to confirm that they are with child on arrival at school</p> <p>Medical lists compiled and available to provide medical details for every child in school, including allergies</p> <p>All staff have received emergency first aid training</p> <p>PFA on site</p> <p>First Aid at Work staff on site</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>SBM</p> <p>FS lead teacher</p> <p>SBM</p>	<p>4.06</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>4.06</p> <p>Current</p> <p>Ongoing</p> <p>Ongoing</p>	HT FSM

				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	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	CTs HT CTs TAs FSM FSM SENCOs	8.06 29.05 8.06 4.06	HT 4.06 8.06
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)</p> <p>Avoid or abort activities that will heighten/ are heightening child's anxiety</p> <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>	L	Handling is a possibility	CTs TAs CTs TAs SLT CTs TAs	Ongoing Ongoing Ongoing	HT ongoing

				<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>FSM SENCOs</p> <p>FSM SENCOs</p> <p>SENCOs</p> <p>HT</p>	<p>4.06</p> <p>4.06</p> <p>3.06</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. <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	L	Unlikely	<p>FSM SENCOs</p> <p>FSM SENCOs</p>	5.06	HT 3.06
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) 	L	Unlikely not to be able to respond effectively	HT FSM	1.06	HT 1.06 ongoing

				<ul style="list-style-type: none"> 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>			HT 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	<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 day. <p>As a result, social distancing is maintained as much as possible in the event of an emergency evacuation</p>	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	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 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 SBM	29.05 26.05 Ongoing	HT SBM Ongoing

				<p>need to use PPE when cleaning required in any situation, in classroom or other locations over the day</p> <ul style="list-style-type: none"> • 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 • 2 cleaners on site during the day • Whilst pupils are at breaktime/lunchtime, cleaners 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 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). <p>As a result, high standards of cleanliness are maintained in school.</p>			SBM	Weekly	
							SBM	8.06	
							SBM	8.06	
							Cleaning staff	8.06	
							Cleaning staff	1.06	
							SBM	1.06	

Contractors, deliveries and visitors increase the risk of infection	M	Transmission to school community	Pupils Staff	<ul style="list-style-type: none"> • All contractors to be checked to ensure that they are essential visitors prior to entry to the school • Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils • All contractors/visitors to wash hands either prior to or on entry to the school site • Contractors and visitors are directed to specific/designated handwashing facilities • All areas in which contractors work are cleaned in line with government guidance • Contractors to bring own food, drink and utensils onto site. • Staff who receive deliveries to the school to wash hands in line with government guidance after handling • Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries • If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building 	L	Unlikely as procedures are in place	Admin. Staff SBM	Ongoing	HT SBM Ongoing
							SBM	Ongoing	
							Admin. Staff	Ongoing	
							Admin staff	Ongoing	
							SBM	Ongoing	
							SBM	Ongoing	
							All staff	Ongoing	
							SBM	Ongoing	
Admin. Staff	Ongoing								

				<ul style="list-style-type: none"> Surfaces to be cleaned after any deliveries have been made. <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>			Cleaning staff	Ongoing	
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</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> <p>Systems and processes for control of risk are in place and regularly reviewed in light of experience</p>	M	Likelihood of mental health concerns reduced by processes and counselling resource	<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>HT DHTs AHTs FS lead teacher</p>	<p>29.05</p> <p>29.05</p> <p>21.05 4.06</p> <p>Ongoing</p> <p>4.06</p> <p>Ongoing</p> <p>Ongoing</p>	<p>HT DHTs AHTs FS lead teacher SBM</p> <p>Ongoing</p>

