

School: Birches First School		Location: Birches Avenue, Codsall, Wolverhampton, WV8 2JG		
Date of Assessment:	09/07/2020	Assessed By: (detail all involved)	Sabrina Varricchione (Headteacher)	
Date Authorised:		Authorised By: (detail all involved)	Peter Bowers, CEO, CMAT Board (Fay Hayward Chair of Board)	
Date Communicated	01/09/2020	How Communicated?	Emailed to the board	
Planned Review Date:	September 2020	Date Reviewed:	7/9/20/25.9.20/9.10.20 5/11/2020 9/01/21 6 <sup>th</sup> Edition	Reviewed By: (detail all involved)  S Varricchione (Headteacher)
Considered guidance	<ul style="list-style-type: none"> <li>• DFE – Guidance for full opening: Schools. 1</li> <li>• Actions for Early Years and Childcare Providers During the Coronavirus Outbreak (Updated 2 July) (22.9.20)</li> <li>• DFE - Actions for Education and Childcare Settings for Wider Opening from 1 June 2020 (11 May) (Withdrawn)</li> <li>• DfE - Covid-19: Implementing Protective Measures in Education and Childcare Settings (11 May) (Withdrawn)</li> <li>• DfE - Covid-19: cleaning in non-healthcare settings (15 May) (15/7/20)</li> <li>• BEIS - Working safely during coronavirus (COVID-19) (11 May) (24/9/20) Note: this guidance covers office safety such as that carried out by support staff which is not explicitly covered in the education-focussed DfE guidance.</li> <li>• HSE – Risk Assessment Framework</li> <li>• Face Coverings in Education-updated 16/10/20</li> <li>• DfE – Guidance for Full Opening – Schools (30 December)</li> <li>• DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (30 December)</li> <li>• DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (31 December)</li> <li>• DfE – Face coverings in education (27 November)</li> <li>• BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (21 December).</li> <li>• NHS - Test and Trace – How it works (14 December)</li> <li>• PHE - COVID-19: cleaning in non-healthcare settings outside the home (16 October)</li> <li>• CLEAPSS - COVID-19 guidance re science, design and technology</li> <li>• AfPE – Coronavirus guidance and support re school sport</li> <li>• OEAP – Coronavirus guidance re educational visits</li> <li>• Music Mark – Guidance for Schools and Music Providers</li> <li>• DfE Asymptomatic Testing Procedures and Guidance – available through the DfE portal</li> </ul>			

**Hazard: Contraction of Coronavirus COVID-19**

Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). Believed to have originated in Wuhan, a city in the Hubei province of China, the first COVID-19 cases were reported in December 2019. It has since spread globally, resulting in an ongoing pandemic.

Common symptoms include fever, cough, fatigue, shortness of breath, and loss of smell and taste. While the majority of cases result in mild symptoms, some progress to acute respiratory distress syndrome (ARDS), multi-organ failure, septic shock and blood clots. The time from exposure to onset of symptoms is typically around five days but may range from two to fourteen days.

The virus is primarily spread between people during close contact most often via small droplets produced by coughing, sneezing and talking.

The droplets usually fall to the ground or onto surfaces rather than travelling through air over long distances. Less commonly, people may become infected by touching a contaminated surface and then touching their face.

It is most contagious during the first three days after the onset of symptoms, although spread may be possible before symptoms appear, or from people who do not show symptoms.

**Who might be harmed:**

Employees, contractors or visitors.  
Employees and their family members who are in the vulnerable categories:

**How might people be harmed**

Inhalation of coronavirus in small droplets expelled from the nose or mouth of persons coughing, sneezing, breathing who are shedding the COVID-19 virus and contact with surfaces contaminated with the COVID-19 virus and transfer to the body through touching eyes, nose and mouth.  
Transmission could result in possible infection, mild, moderate or serious illness and potential death through respiratory failure and /or associated complications.

Covering staff and pupil H&S and completion of key compliance tasks during the Covid-19 pandemic, for the reopening of schools in Autumn 2020 and for those staff who will continue to work from home.

To minimise the risk of infection to all persons, the following system of controls has been applied by the school

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
  - 2) Where recommended, the use of face coverings in school
  - 3) Clean hands thoroughly more often than usual
  - 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
  - 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
  - 6) Minimise contact between groups of children where possible (early years) and minimize contact between individuals and maintain social distancing wherever possible
  - 7) Where necessary, wear appropriate personal protective equipment (PPE)
  - 8) Keep occupied spaces well ventilated
  - 9) Engage with the NHS Test and Trace process
  - 10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community notifying the government agencies as appropriate
  - 11) Contain any outbreak by following local health protection team advice
- Numbers 1, 3, 4, 5 and 8 are in place in all the time.
  - Numbers 2 and 6 are carefully considered with suitable management strategies deployed that account for the specific operating characteristics of the school. Details of which are included in this risk assessment.
  - Number 7 applies only in specific circumstances.

Numbers 9 to 11 are followed in every case where they are relevant.

Assessed Risk: Risk is a combination of the likelihood of occurrence and severity of injury or illness arising from the hazard. Each criteria is assigned a score of 1 to 5 based on the detail below. The two scores are then multiplied and the resultant number plotted on the matrix to determine the assessed risk.

Hazard	Likelihood	Severity	Assessed Risk	Hazard Severity						
				Likelihood of Occurrence		Negligible	Slight	Moderate	High	Very High
Without controls	Very Likely (5)	Very High (5)	High (25)			1	2	3	4	5
				Very Unlikely (A freak combination of factors required for an incident to result)	1	Low	Low	Low	Low	Low
				Unlikely (A rare combination of factors required for an incident to result)	2	Low	Low	Low	Medium	Medium
				Possible (Could happen when additional factors are present but otherwise unlikely to occur)	3	Low	Low	Medium	Medium	High
				Likely (Not certain to happen but an additional factor may result in an incident)	4	Low	Medium	Medium	High	High
With controls	Possible (3)	Very High (5)	High (15)			5				
				Very Likely (Almost inevitable that an incident would result)	5	Medium	Medium	High	High	High

## DETAILS OF AREAS OF CONCERN – Return of Pupils to School

Covering staff and student H&S and completion of key compliance tasks during the Covid-19 pandemic, including the phased reopening process and those staff who will continue to work from home.

What are the hazards?	Who might be harmed?	How Can the Hazards Cause Harm?	What are you already doing?	Do you need to do anything else to control this risk?	Action by Who?	Action by when?	Done
<b>Minimising Contact /Ensuring Social Distancing Measures:</b>  <b>Pupils Behaviour</b>	Staff, Pupils, Visitors	Pupils' behaviour on return to school does not comply with social distancing guidance	<ul style="list-style-type: none"> <li>• Behaviour plan in place</li> <li>• Rewards system in place</li> <li>• School values</li> <li>• Staff code of conduct</li> </ul>	<ul style="list-style-type: none"> <li>• Clear messaging to pupils on importance &amp; reasons for social distancing (where appropriate) is reinforced throughout the school day by staff &amp; through posters, floor markings. For young children this is done through age-appropriate methods such as stories &amp; games.</li> </ul>	SLT, all staff	29/05/2020	Y
				<u>Grouping (key principles to be applied)</u> <ul style="list-style-type: none"> <li>• School doing all it can to minimise contacts and mixing while still delivering the curriculum. (KS Bubbles used 5/1/21)</li> <li>• Aim to reduce contact between staff and pupils</li> <li>• Two sides to this, distancing, and bubbles/groups. Blended approach likely in all settings.</li> <li>• Focus likely to be on groups for younger children, and distancing for older children.</li> <li>• Early years settings no longer have limits on group size (from 20 July).</li> <li>• Keeping groups apart as much as possible.</li> </ul>		Reviewed 09/01/21	

What are the hazards?	Who might be harmed?	How Can the Hazards Cause Harm?	What are you already doing?	Do you need to do anything else to control this risk?	Action by Who?	Action by when?	Done
				<ul style="list-style-type: none"> <li>• In shared environments/equipment increase cleaning frequencies. –See Reopening Guidance to staff January 2021</li> <li>• Mixing in wider groups for, wraparound care, is permitted.</li> <li>• The larger the group, the more robust the other controls need to be.</li> <li>• No expectation that young children distance within their groups.</li> <li>• Partial fulfilment of these aims acknowledged as being of benefit.</li> <li>• Siblings can be in different groups.</li> <li>• All staff can operate across multiple classes and year groups but should practise distancing, and 2m where possible.</li> <li>• To enable the tracing process to be work effectively, schools will need to keep a comprehensive record of group/bubble composition and records of any close contact that takes place between children and staff in different groups. Close contact is defined as, <ul style="list-style-type: none"> <li>○ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>○ travelling in a small vehicle, like a car, with an infected person</li> </ul> </li> </ul>			

What are the hazards?	Who might be harmed?	How Can the Hazards Cause Harm?	What are you already doing?	Do you need to do anything else to control this risk?	Action by Who?	Action by when?	Done
				<ul style="list-style-type: none"> <li>There will need to a reliable way of identifying which group an individual is part of so that breaches of these groups can be identified.</li> </ul>			
				<ul style="list-style-type: none"> <li>Staff model social distancing consistently.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>The movement of pupils around the school is minimised.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Large gatherings are avoided.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Break times and lunch times are staggered to support social distancing &amp; are closely supervised.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>The school's behaviour policy has been revised to include compliance with social distancing &amp; this has been communicated to staff, pupils, and parents.</li> </ul>	Head Teacher	22/05/2020	Y
				<ul style="list-style-type: none"> <li>Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.</li> </ul>	SLT, all staff	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> <li>Outside play areas are spaced out and separated for individual bubbles (classes) with times staggered.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Parents expected to co-operate with school in supporting positive pupil behaviour. Where this is not possible and puts pupils or staff at risk parents will be asked to collect child.</li> </ul>	All staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Bubbles will be, at times staffed with a single member of staff. Where two are present, this will allow procedures, e.g. first aid, medication, to be carried out in the classroom. Where only one member of staff is working, first aid/medication will be provided by the office in the medical room/support staff will be called via walkie talkies.</li> </ul>	SLT, all staff	02/09/2020	Y
				<ul style="list-style-type: none"> <li>Staff will not break social distancing protocol to encourage pupils into school, e.g. cuddling. Where a pupil refuses to enter the building and their parent can not persuade the child will return home.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Messages to parents and signage around site promotes the importance of social distancing.</li> </ul>	Head Teacher	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> <li>Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations</li> </ul>	SLT, all staff	01/06/2020	Y
<b>Minimising Contact /Promoting Social Distancing Measures:</b>	Staff, Pupils, Visitors	Restrictions of class sizes means children and staff come into close contact.	<ul style="list-style-type: none"> <li>Classroom base arrangements in place.</li> <li>Arrangements are reviewed regularly</li> </ul>	<ul style="list-style-type: none"> <li>Year group/class bubbles of 30 in place (31 in one classroom due to permitted exception) <b>Guidance no longer requires social distancing between pupils.</b></li> </ul>	Head Teacher	02/09/2020	Y
				<ul style="list-style-type: none"> <li>All furniture not in use has been removed from classrooms and teaching spaces.</li> </ul>	Site staff	22/05/2020	Y

What are the hazards?	Who might be harmed?	How Can the Hazards Cause Harm?	What are you already doing?	Do you need to do anything else to control this risk?	Action by Who?	Action by when?	Done
Classrooms & Teaching Spaces				<ul style="list-style-type: none"> <li>Classrooms re-modelled, with chairs and desks arranged to avoid face to face sitting. Space left to allow adults to move around the classroom. <b>Due to age and developmental stage of children in Nursery and Reception, these classrooms will be set up as Early Years environments. Due to Y1 children having missed a significant part of their EYFS experience, this class will be set up with a similar ethos to protect their well being.</b></li> </ul>	Head Teacher	02/09/2020	Y
				<ul style="list-style-type: none"> <li>Clear signage displayed in classrooms promoting social distancing where possible.</li> </ul>	Head Teacher	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Named desks/seat for pupils that will only be used by them to reduce surfaces being touched by multiple people (YR-4).</li> </ul>	All staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Non essential items will be removed from classrooms.</li> </ul>	All staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Classes stay together with the leader of their bubble and do not mix with other pupils.</li> </ul>	All staff	01/06/2020	Y
Organisation of Teaching Spaces	Staff, Pupils, Visitors	Large Spaces need to be used as Classrooms	<ul style="list-style-type: none"> <li>School net capacity assessment in place.</li> <li>School facilities are well signposted</li> </ul>	<ul style="list-style-type: none"> <li>Lidded bins in classroom for children for any tissues used from washing hands, coughing and sneezing.</li> </ul>	Cleaners/All	30.9.2020	Y
				<ul style="list-style-type: none"> <li>Lidded bins to be double lined that have any tissues used for washing hands, coughing and sneezing</li> </ul>	Cleaners	30.9.2020	Y
				<ul style="list-style-type: none"> <li>All class bubbles will be based in classrooms.</li> </ul>	Head Teacher	26/05/2020	Y
				<ul style="list-style-type: none"> <li>Large gatherings prohibited.</li> </ul>	All staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Design layout and arrangements in place to promote social distancing <b>Guidance no longer requires social distancing between pupils.</b></li> </ul>	All staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Named desks/seat for pupils that will only be used by them to reduce surfaces being touched by multiple people.</li> </ul>	All staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Corridors are signed guiding users to keep to the left and corridors that are out of use are cordoned off. <b>N.B the school recognises that corridors are narrow. The corridor between the main entrance and medical room shall be restricted to one person (staff) at a time. Passing places are marked out at either end of the corridor. External movement wherever possible</b></li> </ul>	SLT	26/05/2020	Y
				<ul style="list-style-type: none"> <li>Pupils are briefed regularly regarding observing social distancing guidance whilst circulating.</li> </ul>	All staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Minor first aid to be delivered in classrooms, where possible.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Individual resources provided/brought from home to avoid unnecessary sharing.</li> </ul>	Headteacher, all staff	02/09/2020	
Catering	Staff, Pupil, Visitors	Increased risk of infection through poor hygiene or controls	<ul style="list-style-type: none"> <li>Adherence to food safety controls.</li> </ul>	<ul style="list-style-type: none"> <li>Guidance states that it is very unlikely that covid-19 will be transmitted through food or packaging.</li> <li>Staff must wash their hands for at least 20 seconds regularly including before and after handling food, when moving to different areas of the workplace, after blowing their nose, coughing or sneezing.</li> </ul>	Hub/catering/SLT		Y

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				<ul style="list-style-type: none"> <li>Access to the kitchen must be limited to kitchen staff only.</li> <li>Social distancing to be maintained. Where a distance of 2 metres is not possible face to face working should be avoided.</li> <li>Limit access to contractors and delivery staff, as much as possible.</li> <li>Hand washing and sanitisation pumps available for staff.</li> <li>Posters promoting good hand hygiene are displayed.</li> <li>Cleaning frequency of preparation area and toilet to be increased, paying attention to frequently touched surfaces.</li> <li>Visible cleaning schedule to be displayed and kept up to date.</li> <li>Disposable cloths or paper roll provided to clean hard surfaces.</li> <li>Lidded bins available to reduce the risk of infection spread.</li> <li>Food safety management system and HACCP processes to be followed.</li> <li>Follow government guidance - <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a></li> <li>Catering staff to wear masks during food preparation and service</li> <li>LTS (Lunchtime supervisors) to wear masks in the Hall and on playground</li> <li>LTS are wearing gloves in the dining hall.</li> <li>Milton used between bubbles.</li> </ul>		3/11/2020  3/11/202  9/1/2021 9/1/2021	Y
<b>Minimising Contact /Ensuring Social Distancing at Break Times</b>	Staff, Pupils, Visitors	Children may come into contact with different 'bubbles' during breaktimes.	<ul style="list-style-type: none"> <li>External areas are designated for different groups.</li> </ul>	<ul style="list-style-type: none"> <li>Break times are staggered.</li> </ul>	Head Teacher	19/05/2020	Y
				<ul style="list-style-type: none"> <li>Pupils are reminded about social distancing as break times begin.</li> </ul>	All staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Social distancing signage is in place around the school and in key areas.</li> </ul>	SLT	19/05/2020	Y
				<ul style="list-style-type: none"> <li>Play zones created for bubbles to play separately</li> </ul>	Head teacher	02/09/2020	
				<ul style="list-style-type: none"> <li>Entry and exit for pupils will be via classroom external doors</li> </ul>	All staff	01/06/2020	Y
<b>Minimising Contact /Ensuring Social Distancing at Lunchtimes</b>	Staff, Pupils, Visitors	Pupils may not observe social distancing at lunch times	<ul style="list-style-type: none"> <li>Pupils wash their hands before and after eating.</li> <li>Eating areas are cleaned after lunch.</li> </ul>	<ul style="list-style-type: none"> <li>Pupils are reminded about social distancing as lunch times begin.</li> </ul>	All staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Bubbles will eat in the hall during designated slot – maximum of 2 classes at a time with tables well spread. Bubbles of KS-eyfs/ks1/2</li> </ul>	All staff	02/09/2020 9.1.2021	Y
				<ul style="list-style-type: none"> <li>Staggered slots for each bubble to eat in the hall. (Nursery will eat in classroom)</li> </ul>	SLT, all staff	02/09/2020	Y

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				<ul style="list-style-type: none"> <li>Guidance has been issued to parents and pupils on packed lunches (e.g. using disposable items to minimise items coming in from home). A letter to be sent home asking that all food sent in packed lunches can be opened without staff support.</li> <li>Red tape placed on the Hall Floor so children keep away and maintain distance from the counter</li> </ul>	Head Teacher	22/05/2020	Y
					Head teacher	September 2020	Y
<b>Minimising Contact /Ensuring Social Distancing in Toilets</b>	Pupils, Staff, Visitors	Queues for toilets and handwashing risk non-compliance with social distancing measures	<ul style="list-style-type: none"> <li>The toilets are cleaned frequently.</li> <li>Monitoring ensures a constant supply of soap and paper towels.</li> <li>Bins are emptied regularly.</li> <li>Pupils are reminded regularly on how to wash hands and young children are supervised in doing so.</li> </ul>	Queuing zones for toilets and hand washing have been established and are monitored.	SLT, all staff	01/06/2020	Y
				Queuing system in place to promote social distancing and avoid children from different bubbles coming into contact.	SLT, all staff	01/06/2020	Y
				Pupils know that they can only use the toilet one at a time.	SLT, all staff	01/06/2020	Y
				Where possible staff to accompany pupils to oversee handwashing/to clean surfaces.	SLT, all staff	01/06/2020	Y
				Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues.	SLT, all staff	01/06/2020	Y
				Cubicles closed off to prevent too many children entering and using toilets.	SLT, all staff	01/06/2020	Y
				Where a toilet block will be shared, each bubble will have a designated sink and cubicle (clearly labelled) if available.	SLT, all staff	01/06/2020	Y
				Toilets in main corridor are cleaned at Lunchtime-All Year Group Access.			
<b>Following the Rules</b>	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness.  Persons violate local rules	<ul style="list-style-type: none"> <li>School rules</li> <li>Values</li> <li>Rewards system</li> <li>Y4 monitors</li> </ul>	School procedures communicated with parents, staff and governors.	Head Teacher	01/06/2020	Y
				Behaviour in school to be managed through pupil behaviour management policy and staff code of conduct/line management/disciplinary procedure.	Head Teacher	01/06/2020 Revisited 09/2020	Y
				Staff inset days scheduled for 02/09/2020 where training will be given on procedures. First week in, pupils will have a focus on rules, values and new arrangements.	Head teacher	02/09/2020	Y
				Transgressions to be managed in line with behaviour policy and disciplinary policy.	Head Teacher	01/06/2020	Y
<b>Medical Rooms</b>	Pupils, Staff	The configuration of medical rooms may compromise social distancing measures	<ul style="list-style-type: none"> <li>First Aid training is well maintained and a high level of trained staff</li> <li>Well stocked, clean medical room</li> </ul>	Social distancing promotion in place in medical room as around school.	All staff-	02/09/2020	Y
				Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. See 'confirmed/suspected case in school' section	SLT, all staff	01/06/2020	Y
				PPE will be available for staff administering first aid including disposable gloves, face mask, apron and a reusable face visor.	SLT, all staff	01/06/2020	Y
				Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets	SLT, all staff	01/06/2020	Y



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				<ul style="list-style-type: none"> <li>Minor first aid to be delivered in classrooms, where possible.</li> </ul>	SLT, all staff	01/06/2020	Y
Reception Areas	Pupils, Staff, Visitors	Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines		<ul style="list-style-type: none"> <li>Social distancing points are clearly set out, using floor markings, outside where necessary.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Non-essential deliveries and visitors to school are minimised.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Arrangements are in place for segregation of visitors</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Whilst on school premises, parents remain responsible for social distancing of themselves and their children.</li> </ul>	SLT, all staff	01/06/2020 Revised 09/2020	Y
				<ul style="list-style-type: none"> <li>Reception area closed to visitors except in emergencies.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Parents have been asked to wear a mask when entering the school Reception/Office</li> </ul>	Headteacher	September 2020/November 2020-Reminder to Parents	Y
Arrival & Departure from School	Pupils, Staff, Visitors	Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply		<ul style="list-style-type: none"> <li>Start and finish times are staggered.</li> <li>5 minute intervals from 2/11/2020</li> <li>Parents have been asked to wear masks on collection/drop off</li> <li>2 Star/finish times</li> </ul>	SLT, all staff	01/06/2020 Reviewed 02/09/2020 2/11/2020 9.1.2021	Y
				<ul style="list-style-type: none"> <li>Parents to follow a one way system around the outside of the school.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Weekly messages to parents stress the need for social distancing at arrival and departure times.</li> </ul>	Head Teacher	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Only one parent drop off and collect (no siblings unless unavoidable.)</li> </ul>	SLT, all staff	01/06/2020	Y
Transport	Pupils	The use of public and school transport by pupils poses risks in terms of social distancing	<ul style="list-style-type: none"> <li>Public transport and coaches only used for school trips and sporting events</li> </ul>	No school events to run where transport is required.	SLT, all staff	22/05/2020	Y
Staff Areas	Staff	The configuration of staff rooms and offices makes compliance with social distancing measures problematic	<ul style="list-style-type: none"> <li>Staffroom allows for staff wellbeing</li> <li>Staff breaks are covered to allow different teams to mix to create staff synergy.</li> </ul>	<ul style="list-style-type: none"> <li>Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. (one way system)</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Clear signage is displayed indicating the maximum number of staff in the staff room at any one time. (4)</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Soft furnishings are removed or reduced as much as possible.</li> </ul>	Head Teacher	01/06/2020	Y

What are the hazards?	Who might be harmed?	How Can the Hazards Cause Harm?	What are you already doing?	Do you need to do anything else to control this risk?	Action by Who?	Action by when?	Done
				<ul style="list-style-type: none"> <li>Staff break times are staggered and staff are encouraged to take breaks outside.</li> <li>staff toilet provision allows one member of staff at a time through appropriate signage</li> <li>Staff briefings and meetings reduced to a minimum, where necessary hosted in Y4 where staff can spread out most effectively.</li> <li>Staff to wear face coverings where social distancing cannot easily be maintained, such as corridors and communal areas and it has been deemed appropriate in those circumstances by Headteacher Staffroom/Corridor/Repographics</li> </ul>	SLT, all staff	01/06/2020 2/11/2020	Y
Staffing Numbers	Staff, Pupils	The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	<ul style="list-style-type: none"> <li>Use of supply staff and staff deployed from different teams to ensure supervision levels remain safe.</li> </ul>	<ul style="list-style-type: none"> <li>The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> </ul>	Head Teacher	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> <li>Staff who are self-isolating or shielding but who are well enough to work are engaged in tasks/home learning as far as possible.</li> </ul>	Head Teacher	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> <li>Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Full use is made of testing to inform staff deployment.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>A plan for a blended model of home learning and attendance at school is in place for self isolation/Class Closure/School Closure. Communicated with parents 24/9/20</li> </ul>	SLT, all staff	02/09/2020	Y
				<ul style="list-style-type: none"> <li>Increased hours for part time staff, if required and where possible.</li> </ul>	Head Teacher	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> <li>Should staffing levels fall to a critical level the school will consider a full or partial closure.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Classes will be staffed with second member of staff where possible. This will allow procedures, e.g. first aid, medication, to be carried out in the classroom.</li> </ul>	SLT, all staff	01/06/2020	Y
Transition	Pupils	Pupils moving on to the next phase in their education do not feel prepared for the transition	<ul style="list-style-type: none"> <li>Induction days</li> <li>School visits</li> <li>Parent presentations</li> </ul>	<ul style="list-style-type: none"> <li>A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues.</li> </ul>	SLT, all staff	30/06/2020 Reviewed 02/09/2020	Y
				<ul style="list-style-type: none"> <li>There is regular and effective liaison with next educational provider to assist with pupils' transition.</li> </ul>	SLT, all staff	Sept 20	Y
				<ul style="list-style-type: none"> <li>Regular communications with the parents of new pupils are in place, including letters, newsletters and online information.</li> </ul>	SLT, all staff	Sept 20	Y
				<ul style="list-style-type: none"> <li>Virtual parent presentations of the school are available for parents and pupils.</li> </ul>	SLT, all staff	30/06/2020	Y

What are the hazards?	Who might be harmed?	How Can the Hazards Cause Harm?	What are you already doing?	Do you need to do anything else to control this risk?	Action by Who?	Action by when?	Done
				<ul style="list-style-type: none"> <li>Induction plans are in place and have been communicated to parents.</li> </ul>	EY staff	Sept 20	Y
<b>Prioritising Provision</b>	Staff, Pupils	The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen	<ul style="list-style-type: none"> <li>SEN Policy</li> <li>Inclusion Policy</li> <li>Equal Opportunities Policy</li> </ul>	Plans are in place for remote learning for any children unable to attend due to clinical advice / public health guidance.	SLT, all staff	02/09/2020	Y
				Pastoral and SEND support is deployed wherever possible to support prioritised pupils.	SLT, all staff	01/06/2020	Y
				Full attendance is expected of all pupils. Efforts continue to improve the attendance of all absentees in particular of vulnerable pupils and those from disadvantaged backgrounds.	SLT, all staff	01/06/2020	Y
<b>Delivery of 'higher risk' subjects</b>	Staff & Pupils	Delivery of lessons such as science, D&T, Drama, PE & Music require pupils and staff to work in close proximity thereby increasing the risk of infection.	<ul style="list-style-type: none"> <li>A rich and varied curriculum that promotes hands on practical experiences.</li> </ul>	No high risk subjects will be undertaken.	-	-	Y
				PE lessons to be undertaken within classes and in outside designated spaces, where possible/appropriate.	SLT, all staff	01/06/2020	Y
				No Football Club commencing-until January 21			Y
				Music curriculum adapted so that singing does not take place inside and within the class bubble.	SLT, all Staff	1/9/2020	Y
<b>Curriculum Recovery</b>		Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	<ul style="list-style-type: none"> <li>A rich and varied curriculum.</li> </ul>	A recovery curriculum is planned and delivered as far as is possible, mindful of age, need and a focus on PSHCE elements as well as developing a love of reading.	SLT, all staff	01/06/2020 reviewed 09/202002/09/2020	Y
				A remote learning offer is planned for to complement in-school learning and address gaps identified.	SLT, all staff	02/09/2020	Y
				Learning is planned with wellbeing and safety at the core.	SLT, all staff	01/06/2020	Y
<b>The School Day</b>	Staff, Pupils & Visitors	The start and end of the school day create risks of breaching social distancing guidelines	<ul style="list-style-type: none"> <li>Almost all children are arranged within a similar day and structure.</li> <li>All children move freely around the school building and mix at key times such as lunchtimes.</li> </ul>	Start and departure times are staggered. 5 minute intervals	SLT, all staff	01/06/2020 Reviewed 02/09/2020 2/11/2020	Y
				Parents to enter school and follow the one way system.	SLT, all staff	01/06/2020	Y
				Different entrances/exits are used for different groups, making use of classroom fire exits.	SLT, all staff	01/06/2020	Y
				Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use.	SLT, all staff	01/06/2020 Reviewed 02/09/2020	Y
				A site plan has been created to be shared with staff and parents	Head Teacher	22/06/2020 Reviewed 02/09/2020	Y
				A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.	SLT, all staff	01/06/2020	Y

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				<ul style="list-style-type: none"> <li>Floor markings are visible where it is necessary to manage any queuing.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Attendance patterns have been optimised to ensure maximum safety.</li> </ul>	SLT, all staff	01/06/2020	Y
<b>Communication Strategy</b>	Staff, Pupils, Visitors	Keys stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	<ul style="list-style-type: none"> <li>School weekly newsletter/Blog</li> <li>Frequent text messages</li> <li>Head Teacher's Report</li> <li>Emails</li> </ul>	<ul style="list-style-type: none"> <li>Communications strategies for the following groups are in place: <ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Governors/Trustees</li> <li>Local authority</li> <li>Regional Schools Commissioner</li> <li>Professional associations</li> <li>Other partners</li> </ul> </li> </ul>	Head Teacher	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> <li>Supported by the Trust Business Hub and the Trust SET Headteacher Forum.</li> </ul>	Head Teacher	01/06/2020 and ongoing	Y
<b>Policy Review</b>	Staff, Pupils, Visitors	Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	<ul style="list-style-type: none"> <li>Safeguarding policy reviewed</li> <li>Behaviour policy</li> <li>First Aid Policy</li> </ul>	<ul style="list-style-type: none"> <li>All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Updated in line with KCSIE 2020</li> </ul>	Head Teacher	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> <li>Staff, pupils, parents and governors have been briefed accordingly.</li> </ul>	Head Teacher	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> <li>Dynamic updates to policies in response to new guidance or situations.</li> </ul>	Head Teacher	01/06/2020 and ongoing	Y
<b>Staff Induction &amp; CPD</b>	Staff	<p>Staff are not trained in new procedures, leading to risks to health</p> <p>New staff are not aware of policies and procedures prior to starting at the school when it reopens</p>	<ul style="list-style-type: none"> <li>Staff memos</li> <li>INSET Days</li> <li>CPD</li> <li>School Policy</li> <li>Induction</li> <li>Staff handbook</li> </ul>	<ul style="list-style-type: none"> <li>Staff are clear on new heightened procedures, protocols and understand the expectations upon them.</li> </ul>	Head Teacher	01/06/2020 Reviewed 02/09/2020	Y
				<ul style="list-style-type: none"> <li>Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> <li>Infection control</li> <li>Fire safety and evacuation procedures</li> <li>Constructive behaviour management</li> <li>Safeguarding</li> <li>Risk management</li> </ul> </li> </ul>	SLT, all staff	01/06/2020 Reviewed 02/09/2020	Y
				<ul style="list-style-type: none"> <li>Induction programmes are in place for all new staff – either online or in-school – prior to them starting.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>The revised staff handbook is issued to all staff prior to reopening.</li> </ul>	SLT, all staff	Ongoing Reviewed 02/09/2020	Y

What are the hazards?	Who might be harmed?	How Can the Hazards Cause Harm?	What are you already doing?	Do you need to do anything else to control this risk?	Action by Who?	Action by when?	Done
				<ul style="list-style-type: none"> <li>A comprehensive COVID-19 staff inset day held on 05/06/2020 with a focus on policies, training and support.</li> </ul>	SLT, all staff	01/06/2020	Y
Free School Meals		Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school	<ul style="list-style-type: none"> <li>A member of the school's administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school.</li> </ul>	<ul style="list-style-type: none"> <li>Dynamic updates to procedures in response to new guidance.</li> <li>To continue in event of local lockdown and/or child needing to self shield or in quarantine.</li> <li>Regular support offered to families in need through school newsletter</li> <li>Children who are isolating that are entitled to FSM to be contacted and collected/delivered</li> </ul>	Hub Team  BFS Office	01/06/2020 and ongoing  2/11/2020	Y
Risk Assessments		Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	<ul style="list-style-type: none"> <li>Risk assessments and school policies in place and adhered to.</li> </ul>	<ul style="list-style-type: none"> <li>Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering:</li> </ul>	SLT, all staff	01/06/2020 Reviewed 02/09/2020	Y
				<ul style="list-style-type: none"> <li>Different areas of the school</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>When pupils enter and leave school</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>During movement around school</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>During break and lunch times</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Ongoing monitoring will be undertaken with staff input.</li> </ul>	SLT, all staff	01/06/2020	Y
Pupils with Underlying Health Conditions	Pupils	Pupils with underlying health issues or those who are shielding are to be identified and measures put in place to protect them	<ul style="list-style-type: none"> <li>Care plans</li> <li>First Aid and Medical policies</li> </ul>	<ul style="list-style-type: none"> <li>Parents have been provided with clear guidance and this is reinforced on a regular basis in line with current guidance.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Schools have a regularly updated register of pupils with underlying health conditions</li> </ul>	SLT, all staff	Ongoing	Y
Staff with Underlying Health Conditions	Staff	Staff with underlying health issues or those who are shielding are to be identified and measures put in place to protect them	<ul style="list-style-type: none"> <li>Individual staff risk assessments in place.</li> </ul>	<ul style="list-style-type: none"> <li>Staff currently not attending work due to shielding or in vulnerable groups have been contacted by HR dept and where necessary appropriate support put in to place to ensure a successful return to work.</li> </ul>	Hub team/HR in liaison with HT	02/09/2020	Y
				<ul style="list-style-type: none"> <li>Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable</li> </ul>	SLT, all staff	01/06/2020	Y

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				<ul style="list-style-type: none"> <li>All staff with underlying health conditions have a discussion with their line manager and complete an individual risk assessment. This informs the decision on if it is safe for the to return to work.</li> </ul>	SLT, all staff	02/09/2020	Y
				<ul style="list-style-type: none"> <li>Current government guidance is being applied.</li> </ul>	SLT, all staff	01/06/2020 and ongoing	Y
<b>Equity in the workplace (including BAME)</b>	Staff, Pupils, Visitors	Staff, pupils, visitors contracting Covid-19	<ul style="list-style-type: none"> <li>Compliance with equalities act.</li> </ul>	<ul style="list-style-type: none"> <li>Staff who are vulnerable due to a protected characteristic will have an individual risk assessment carried out.</li> <li>Reasonable adjustments will be made to avoid workers being put at a disadvantage.</li> </ul>	SLT	01/09/2020	
<b>Increased handwashing and sanitising / washing more thoroughly</b>	Staff, Pupils, Visitors	Staff, pupils, visitors contracting Covid-19	<ul style="list-style-type: none"> <li>Regular handwashing in place</li> </ul>	<ul style="list-style-type: none"> <li>Increased handwashing by all staff, pupils and visitors.</li> <li>Handsanitisers located around school and in all classrooms.</li> <li>Staff handling deliveries or goods should ensure handwashing takes place immediately or the use of hand sanitiser where this is not possible.</li> <li>Regular refill of washroom soap dispensers</li> <li>All classrooms provided with hand sanitiser. Sanitiser to be administered by staff to ensure pupil safety.</li> <li>Catch it, bin it, kill it posters, handwashing posters, shutting toilet lid posters displayed in all classrooms.</li> <li>Regular reminders from staff to remind pupils to wash hands, sanitise and shut toilet lids.</li> </ul>	SLT, all staff	01/09/2020	
<b>Infection Control in People</b>	Staff, Pupils, Visitors	Staff contracting Covid-19	<ul style="list-style-type: none"> <li>Individual staff risk assessments are in place.</li> <li>Staff absence policy</li> <li>Wellbeing policy</li> </ul>	<ul style="list-style-type: none"> <li>Staff who are clinically extremely vulnerable will have an individual risk assessment carried out prior to them returning which will inform if it is safe and what control measures are required. In Tier 4 areas are not required to come to work and are supported to work from home. CEV staff in Tier 3 areas are supported to work flexibly where possible.</li> <li>Health screening of staff carried out weekly (are you unwell, is anyone in your household unwell) with records held on employee file.</li> <li>Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 full days and instructed to undertake a COVID-19 test. Their household members are also required to self-isolate for 10 days.</li> <li>To support the testing process, the school have been provided with a supply of home testing kits</li> </ul>	SLT, all staff	01/06/2020 and ongoing  09/01/2021 and ongoing	Y

What are the hazards?	Who might be harmed?	How Can the Hazards Cause Harm?	What are you already doing?	Do you need to do anything else to control this risk?	Action by Who?	Action by when?	Done
				<ul style="list-style-type: none"> <li>If the test result is positive: <ul style="list-style-type: none"> <li>The staff member remains off for 10 full days from the day after onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persist beyond this time.</li> <li>The staff member must engage with the NHS Test and Trace programme.</li> <li>The staff member must notify the school immediately.</li> <li>The school contact their local Health Protection Team or DfE helpline for advice on any further action required in school.</li> <li>The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure.</li> </ul> </li> <li>If the test is returned negative the staff member can return to school when they feel well enough to do so.</li> <li>Where a staff member indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 10 days, (except where the school is involved in the national mass testing programme). Under the Test and Trace programme there is an expectation that the symptomatic household member is tested. If this test result is negative the staff member can return to school if they do not have any COVID-19 related symptoms.</li> </ul>			
				<ul style="list-style-type: none"> <li>AHT/Cleaning staff members have received training in infection control. All staff completed online training session.</li> </ul>	SLT, all staff	01/09/2020 and ongoing	
				<ul style="list-style-type: none"> <li>Any member of staff with symptoms of Covid -19 s should not attend and s should be tested</li> </ul>	SLT, all staff	02/09/2020	Y

What are the hazards?	Who might be harmed?	How Can the Hazards Cause Harm?	What are you already doing?	Do you need to do anything else to control this risk?	Action by Who?	Action by when?	Done
				<ul style="list-style-type: none"> <li>In line with current guidance we expect colleagues who live with someone who is extremely clinically vulnerable to return to work in September, subject to an individual risk assessment being carried out to identify required control measures.</li> </ul>	SLT, all staff	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> <li>Loss of site/key staff for the above reason or due to infection will prompt decision on whether school can remain open – key compliance tasks as outlined in the '<a href="#">Maintaining a Practicably Compliant School</a>' guidance document must be maintained and will be reviewed to inform this decision.</li> </ul>	SLT, all staff	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> <li>The school operates a zero tolerance approach to illness of children or staff to minimise impact on class.</li> </ul>	SLT, all staff	1/6/2020 and ongoing	Y
				<ul style="list-style-type: none"> <li>School accesses a limited number of testing kits for parents who might not otherwise access or staff</li> </ul>	SLT/Office	1/9/2020	Y
				<ul style="list-style-type: none"> <li>All HR advice to be acted upon and staff deployed according to latest governance guidance.</li> </ul>	HR-Lindsay	1/9/2020	Y
Infection Control in People	Staff, Pupils, Visitors	Pupils contracting Covid-19	<ul style="list-style-type: none"> <li>Care plans</li> </ul>	<ul style="list-style-type: none"> <li>Pupils who are clinically extremely vulnerable will have an individual risk assessment carried out to ensure they can return safely and identify any necessary control measures.</li> </ul>	SLT, all staff	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> <li>Any pupil with symptoms of COVID-19 should not attend school for 10 full days from the onset of symptoms and is expected to undertake a test under the NHS Test and Trace programme. The pupil/parents are instructed to notify the school immediately if a positive result is obtained.</li> <li>To support the testing process, the school have been provided with a supply of home testing kits for staff.</li> <li>Where a positive result is obtained, the school will contact the DfE helpline or local Health Protection Team for advice on any further action required.</li> <li>A negative result means the pupil can return to school.</li> <li>Where a pupil indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 10 days (except where the school is involved in the national mass testing programme). Under the Test and Trace</li> </ul>	Parents, SLT, all staff		



What are the hazards?	Who might be harmed?	How Can the Hazards Cause Harm?	What are you already doing?	Do you need to do anything else to control this risk?	Action by Who?	Action by when?	Done
				<p>programme there is an expectation that their symptomatic household member is tested. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms.</p> <ul style="list-style-type: none"> <li>Clinically extremely vulnerable students should not attend if the school is in a Tier 4 area. CEV student can continue to attend as normal at all other Tiers except if in receipt of clinical instruction to shield.</li> </ul>			
				<ul style="list-style-type: none"> <li>Any member of staff with symptoms of Covid-19 should not attend and should be tested as soon as possible.</li> </ul>	SLT, all staff	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> <li>Pupils who live with someone who is clinically extremely vulnerable will have an individual risk assessment carried out to ensure they can return safely and identify any necessary control measures as per Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</li> </ul>	SLT, all staff	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> <li>The school operates a zero tolerance approach to illness</li> </ul>	SLT, all staff	01/06/2020 and ongoing	Y
<b>Infection Control in People</b>	Staff, Pupils, Visitors	Visitors contracting Covid-19	<ul style="list-style-type: none"> <li>No general visitors to be admitted to the school</li> </ul>	<ul style="list-style-type: none"> <li>All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process if called upon. Schools can use the QR code system to log visitors if they wish.</li> <li>Details of local procedures communicated to all visitors before they come to site.</li> <li>Parents advised to drop children off alone, i.e. not to come with partners or family</li> </ul>	SLT, all staff	01/06/2020 09/01/21 and ongoing	Y
				<ul style="list-style-type: none"> <li>Contractors attending while school is operational to be notified that the school is operational and their access requirements reviewed on a case by case basis.</li> </ul>	SLT, all staff	01/06/2020 and ongoing	Y
<b>Managing a confirmed / suspected case in school</b>	Staff	Potential contamination of surfaces and for person to person spread.	<ul style="list-style-type: none"> <li>Pupil/staff member sent home. Parents/family to be called. Where contact with a pupil's parents cannot be made, staff to</li> </ul>	<ul style="list-style-type: none"> <li>Staff member/s dealing with suspected case should wear full PPE equipment and ensure it is securely disposed of afterwards.</li> <li>Pupil/staff member isolated in secure area if awaiting collection in line with <a href="#">government guidelines</a>.</li> </ul>	SLT, all staff	01/06/2020	Y
					SLT, all staff	01/06/2020	Y

What are the hazards?	Who might be harmed?	How Can the Hazards Cause Harm?	What are you already doing?	Do you need to do anything else to control this risk?	Action by Who?	Action by when?	Done
			<ul style="list-style-type: none"> <li>contact other family members.</li> <li>Pupil/staff member sent home and instructed to order a test under the NHS Test and Trace programme. Individual provided with a test by the school if supplies allow and where the school believe providing a testing kit may increase the likelihood of a test being completed.</li> <li>Member of staff supporting pupil/staff member to call emergency services immediately if symptoms worsen.</li> <li>Any administered medication will be in line with school policy.</li> </ul>	<ul style="list-style-type: none"> <li>Isolation area to have closed door with a window opened for ventilation, if required. Rooms to be clearly signed. Isolation area identified as: School field, under canopy, where possible. Otherwise medical room. Toilets to be used by pupil/staff member in isolation area are: Disabled toilet. Sign to be displayed – out of use – isolation.</li> <li>Where possible staff members should ensure social distancing between the pupil/staff member and themselves</li> <li>Staff and pupils who were with the affected party should wash their hands but do not need to go home unless symptomatic</li> <li>A record of any COVID-19 symptoms in staff or pupils is reported to the Estates Manager and Headteacher.</li> <li>Headteacher to contain an outbreak as much as possible by following local health protection team advice.</li> <li>Headteacher to report confirmed cases and follow necessary government guidance.</li> <li>Areas used by symptomatic staff and pupils are appropriately cleaned once vacated and will have extended focus on touch points.</li> <li>DfE are the first point of call. 0800 0468687 Public Health England (PHE) should be consulted on the requirement to self-isolate the group/bubble upon knowledge of a positive C-19 test</li> </ul>	SLT, all staff	01/06/2020	Y
				Where possible staff members should ensure social distancing between the pupil/staff member and themselves	SLT, all staff	01/06/2020	Y
				Staff and pupils who were with the affected party should wash their hands but do not need to go home unless symptomatic	SLT, all staff	01/06/2020	Y
				A record of any COVID-19 symptoms in staff or pupils is reported to the Estates Manager and Headteacher.	SLT, all staff	02/09/2020	Y
				Headteacher to contain an outbreak as much as possible by following local health protection team advice.	Headteacher	01/09/2020	
				Headteacher to report confirmed cases and follow necessary government guidance.	Headteacher	01/09/2020	
				Areas used by symptomatic staff and pupils are appropriately cleaned once vacated and will have extended focus on touch points.	SLT, all staff	01/06/2020	Y
				DfE are the first point of call. 0800 0468687 Public Health England (PHE) should be consulted on the requirement to self-isolate the group/bubble upon knowledge of a positive C-19 test	DfE/Public Health England (PHE) should be consulted on the requirement to self-isolate the group/bubble upon knowledge of a positive C-19 test	DfE/Public Health England (PHE) should be consulted on the requirement to self-isolate the group/bubble upon knowledge of a positive C-19 test	DfE/Public Health England (PHE) should be consulted on the requirement to self-isolate the group/bubble upon knowledge of a positive C-19 test
				Cleaning and disinfection of the isolation room and isolation toilet to be carried out by cleaning contractor in accordance with DfE guidance <a href="#">COVID-19: cleaning of non-healthcare settings</a>	SLT, all staff, Hub staff	01/06/2020	Y

What are the hazards?	Who might be harmed?	How Can the Hazards Cause Harm?	What are you already doing?	Do you need to do anything else to control this risk?	Action by Who?	Action by when?	Done
<b>Testing &amp; Managing Symptoms</b>	Staff, Pupils, Parents	<p>Testing is not used effectively to help manage staffing levels and support staff wellbeing</p> <p>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</p> <p>Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19</p>		<ul style="list-style-type: none"> <li>Guidance on getting tested has been published. Updated 7/9/2020- Updated on Website</li> </ul>	SLT, all staff	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> <li>The guidance has been explained to staff as part of the induction process.</li> </ul>	SLT, all staff	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> <li>Post-testing support is available for staff through the school's health provider.</li> </ul>	SLT, all staff	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> <li>Robust collection and monitoring of absence data, including tracking return to school dates, is in place.</li> </ul>	SLT, all staff	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> <li>Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative.</li> </ul>	SLT, all staff	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> <li>Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b> should these apply.</li> </ul>	SLT, all staff	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> <li>A record of any COVID-19 symptoms in staff or pupils is reported to the trust Estates Manager and Headteacher. Office collate and liaise with staff for Home learning offer.</li> </ul>	SLT, all staff	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> <li>Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.</li> </ul>	SLT, all staff	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	SLT, all staff	01/06/2020 and ongoing	Y
<b>Infection Control (general practices)</b>	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	<ul style="list-style-type: none"> <li>Medical Policy</li> </ul>	<ul style="list-style-type: none"> <li>Parents are informed via letter/home school agreement not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</li> </ul>	Headteacher	01/06/2020 Revised 02/09/2020	Y
				<ul style="list-style-type: none"> <li>Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with the national guidance. <b>Schools should no longer request evidence of a negative test</b></li> </ul>	SLT, all staff	02/09/2020	Y

What are the hazards?	Who might be harmed?	How Can the Hazards Cause Harm?	What are you already doing?	Do you need to do anything else to control this risk?	Action by Who?	Action by when?	Done
				<ul style="list-style-type: none"> <li>Social distancing (2m/1m) to be promoted where possible (carpark, maintenance, breaks)</li> </ul>	SLT, all staff	02/09/2020	Y
				<ul style="list-style-type: none"> <li>Pupils with an impaired immune system will be subject to an individual risk assessment to ensure their safe return to school and any necessary control measures. School takes no responsibility for those who failed to declare impaired immune systems or medical conditions.</li> </ul>	School Admin Team	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Clear signage displayed promoting social distancing</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Use of shared resources reviewed to limit this as far as possible and to prevent materials being taken home.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Regular robust handwashing to be carried out. Signage advocating more frequent handwashing to be installed in various locations around the premises</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Promote catch-it, kill-it, bin-it</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>School COVID Safety Lead is Sabrina Varricchione, Head Teacher. School COVID Safety Lead will address issues staff raise, communicate procedures, monitor to ensure procedures are adhered to, etc.</li> </ul>	SLT, all staff	02/09/2020	Y
				<ul style="list-style-type: none"> <li>Covid Bin allocated outside (X) in which all the double bagged potential covid waste.</li> </ul>	SLT/Cleaner/Site Supervisor	30/09/2020	
				<ul style="list-style-type: none"> <li>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately using PPE at all times. The clean up items and PPE are then disposed of in a bin designated for bodily fluid spillage</li> </ul>	SLT, all staff	01/06/2020	
				<ul style="list-style-type: none"> <li>A return-to-work plan for cleaning staff (including any deep cleans) is agreed prior to opening.</li> </ul>	Hub Team	22/05/2020	
				<ul style="list-style-type: none"> <li>Staff to arrive by 8:15am and enter via the main school entrance.</li> </ul>	SLT, all staff	02/09/2020	Y
				<ul style="list-style-type: none"> <li>Pupils to arrive at their staggered time Pupils to enter via classroom fire door or designated entrance.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Classes bubbles of up to 30 children (31 in Y2). <b>Children are no longer required to socially distance.</b> Where possible staff will remain consistent to bubbles however, staff will work a cross several bubble where necessary.</li> </ul>	SLT, all staff	02/09/2020	Y
				<ul style="list-style-type: none"> <li>Pupils will remain in their classroom as much as possible throughout the school day.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>The school is cashless so no money will be handled by staff. Post will be opened by one person using disposable gloves.</li> </ul>	SLT, all staff	02/09/2020	Y

What are the hazards?	Who might be harmed?	How Can the Hazards Cause Harm?	What are you already doing?	Do you need to do anything else to control this risk?	Action by Who?	Action by when?	Done
				The use of paper forms will be reduced as much as possible - email and ParentPay instead.			
				<ul style="list-style-type: none"> <li>Meetings will be conducted via Microsoft teams as much as possible. Where large meetings need to take place the use of outside space will be utilised, where possible.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Break times for pupils and staff will be staggered, 15 minutes in the morning and afternoon (incl KS2). Staff within bubbles will provide cover for staff breaks.</li> </ul>	SLT, all staff	02/09/2020	Y
				<ul style="list-style-type: none"> <li>Lunch times for pupils and staff will be staggered. Lunchtime supervisors will cover lunch in hall and playtime</li> </ul>	SLT, all staff	02/09/2020	Y
				<ul style="list-style-type: none"> <li>Toilet breaks for staff will be covered by staff within their own bubble.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Minor first aid for pupils will be delivered within bubbles. The medical room will only be used in emergencies.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Departure of pupils will be at their staggered time through the classroom fire door or designated exit.</li> </ul>	SLT, all staff	01/06/2020 Reviewed 02/09/2020	Y
				<ul style="list-style-type: none"> <li>Staff will leave before 5pm for their wellbeing. Cleaners who start at the end of the school day not included.</li> </ul>	SLT, all staff	02/09/2020	Y
<b>Infection Control (physical practices)</b>	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> <li>Net capacity assessment</li> <li>Classrooms contain resources to interest children and make them comfortable.</li> </ul>	<ul style="list-style-type: none"> <li>Aim for physical separation through: <ul style="list-style-type: none"> <li>Reducing classroom capacity and removing furniture as necessary</li> <li>Implementing a 'keep to the left' and 'one person only' system in corridors.</li> <li>Demarcating safe standing distances in areas where staff/pupils may congregate e.g. toilets</li> <li>Demarcating staff rooms or other areas where a adult may congregate</li> <li>Children sat in forward facing rows</li> <li>Children sat in breakfast and after school club as far as possible in year group bubble rows.</li> </ul> </li> </ul> <p><b>Children are no longer required to socially distance.</b></p>	SLT, all staff	02/09/2020	Y
				<p><u>Grouping (key principles being applied)</u></p> <ul style="list-style-type: none"> <li>Schools to do all they can to minimise contacts and mixing while still delivering the curriculum.</li> <li>Aim to reduce contact between staff and pupils</li> <li>General principles;</li> <li>Two sides to this, distancing, and bubbles/groups. Blended approach likely in all settings.</li> </ul>	SLT, all staff	9.1.2021	

What are the hazards?	Who might be harmed?	How Can the Hazards Cause Harm?	What are you already doing?	Do you need to do anything else to control this risk?	Action by Who?	Action by when?	Done
				<ul style="list-style-type: none"> <li>• Focus likely to be on groups for younger children, and distancing for older children.</li> <li>• KS2 and below, smaller groups i.e. full class would be beneficial but not mandatory.</li> <li>• Early years settings no longer have limits on group size (from 20 July).</li> <li>• Keeping groups apart as much as possible.</li> <li>• In shared environments/equipment increase cleaning frequencies.</li> <li>• Mixing in wider groups for specialist subjects, wrap around care, or on transport is permitted.</li> <li>• The larger the group, the more robust the other controls need to be.</li> <li>• No expectation that young children distance within their groups.</li> <li>• Partial fulfilment of these aims acknowledged as being of benefit.</li> <li>• Siblings can be in different groups.</li> <li>• All staff can operate across multiple classes and year groups but should practise distancing, and 2m where possible.</li> <li>• To enable the tracing process to be work effectively, schools will need to keep a comprehensive record of group/bubble composition and records of any close contact that takes place between children and staff in different groups. Close contact is defined as, <ul style="list-style-type: none"> <li>○ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> </ul> </li> </ul>			

What are the hazards?	Who might be harmed?	How Can the Hazards Cause Harm?	What are you already doing?	Do you need to do anything else to control this risk?	Action by Who?	Action by when?	Done
				<ul style="list-style-type: none"> <li>○ travelling in a small vehicle, like a car, with an infected person</li> <li>○ There will need to a reliable way of identifying which group an individual is part of so that breaches of these groups can be identified.</li> </ul>			
				<ul style="list-style-type: none"> <li>• Year group bubbles stay together with their teacher and do not mix with other pupils. In Breakfast Club and After School Club children sit in year group tables and access outdoors or the well ventilated hall-staff to wear face masks</li> </ul>	SLT, all staff SLT	01/06/2020 2/11/2020	Y
				<ul style="list-style-type: none"> <li>• Spare desks/chairs removed so they cannot be used.</li> </ul>	Site staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>• Measures generally;</li> <li>• Groups to be kept apart where possible.</li> <li>• Assemblies/worship, one group at a time.</li> <li>• Timetable to keep groups apart and minimise movement around the site as much as possible.</li> <li>• Passing the odd person remains low risk, but consider pinch-points – one way system – keep to the left.</li> <li>• Consider impact on fire evacuation (revised Fire Procedure sent out 4/1/21)</li> <li>• staggered break and lunch, to minimise mixing of groups with cleaning of dining hall surfaces between groups.</li> <li>• Consider staff spaces. Staff room use may be impractical. Refer to BEIS guidance on <a href="#">Office and Contact Centres</a> for guidance on staff only areas-See above limits of numbers in areas</li> <li>• Regular and thorough handwashing or use of alcohol based sanitiser to be carried out by all pupils and staff members including: <ul style="list-style-type: none"> <li>○ On arrival and before departure</li> <li>○ Before break</li> <li>○ When groups change areas</li> <li>○ After using the bathroom</li> </ul> </li> </ul>	SV	4.1.21	Y
				<ul style="list-style-type: none"> <li>• Take fabric chairs out of use where possible. Where that is not possible then ensure chairs are limited to single person use.</li> </ul>	Site staff	01/06/2020	Y

What are the hazards?	Who might be harmed?	How Can the Hazards Cause Harm?	What are you already doing?	Do you need to do anything else to control this risk?	Action by Who?	Action by when?	Done
				<ul style="list-style-type: none"> <li>Limits set for large spaces – hall 30 people except lunchtime where 60 children will eat at well spaced tables.</li> </ul>	SLT, all staff	02/09/2020	Y
				<ul style="list-style-type: none"> <li>Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing.</li> </ul> <p><b>N.B. School office capacity is two people at any one time.</b></p>	SLT, all staff	02/09/2020	Y
				<ul style="list-style-type: none"> <li>Review access to print rooms/photocopiers ideally limiting to one person with indicative signage</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Access to classrooms directly from the outdoors, where possible</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Floor markings are visible where it is necessary to manage any queuing.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Heating, ventilation systems switched to fresh air mode</li> </ul>	Site staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Windows or doors opened where possible, where temperature allows it, and without creating undue risks</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Non-fire doors propped open to remove need for hand contact</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Prohibit (tape off) access to outdoor play equipment unless it can be thoroughly cleaned between use</li> <li>Risk assessment in place if in use</li> </ul>	Site staff	02/09/2020	Y
				<ul style="list-style-type: none"> <li>Removal of soft furnishings and soft toys or toys that are hard to clean</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Where multiple staff have to occupy a single office and 2m separation is not possible: <ul style="list-style-type: none"> <li>Work side to side and well spaced.</li> <li>Developing a rota so that staff don't have to work together</li> <li>Prohibit shared workstations if robust cleaning cannot be ensured between users</li> </ul> </li> </ul>	SLT, all staff	02/09/2020	Y
				<p><u>Measures for Arrival and Departure (key principles applied)</u></p> <ul style="list-style-type: none"> <li>Stagger start and finish times to prevent groups mixing where possible, but without reducing the amount of teaching time.</li> <li>Communicate arrangements to parents and agree a process for drop off and collection to prevent gathering at the school gates.</li> <li>Process required for those arriving wearing face coverings, including safe disposal (covered bin) and</li> </ul>			



What are the hazards?	Who might be harmed?	How Can the Hazards Cause Harm?	What are you already doing?	Do you need to do anything else to control this risk?	Action by Who?	Action by when?	Done
				wash hands before going to class (note point 2 on the system of control 'Clean hands more often than usual' which accepts alcohol based hand sanitiser as a suitable substitute for soap and water.			
<b>Test and Trace</b>	Staff, Pupil, Visitors	<ul style="list-style-type: none"> <li>Building users may not be aware they have been exposed to covid-19 if adequate track and trace provisions are not in place</li> </ul>		<ul style="list-style-type: none"> <li>Headteacher to follow guidance from NHS and Public Health England.</li> </ul>	Headteacher	01/09/2020	
<b>Lack of First Aiders Or DSL</b>	Staff, Pupil, Visitors	Availability of first aid or safeguarding leads puts staff, pupil and visitors safety at risk	<ul style="list-style-type: none"> <li>Regularly reviewed and training updated.</li> </ul>	<ul style="list-style-type: none"> <li>Dates of DSL certificates are checked qualifications renewed once available through SSCB.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>First Aid certificates monitored and training booked</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Rotas are reviewed to ensure coverage, where applicable.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>A programme for training additional staff is in place</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>2 Key Members of staff booked onto First Aid Training</li> </ul>	Headteacher/HR	7/92020	Y
<b>Cleaning</b>	Staff, Pupil, Visitors	Poor cleaning procedures puts the health of building users at risk.	<ul style="list-style-type: none"> <li>Risk assessments in place for typical working activity.</li> </ul>	<ul style="list-style-type: none"> <li>An audit of cleaning materials, sanitising materials and handwashing materials is completed prior to opening and monitored daily.</li> </ul>	Hub Team	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Frequency to be increased with focus on areas used by multiple groups and hand-contact surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn</li> <li>Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing.</li> <li>Cleaning following confirmed/suspected case in accordance with DfE guidance <a href="#">COVID-19: cleaning of non-healthcare settings</a>- staff received email on cleaning to refresh w/c 11.1.21</li> </ul>	Hub Team	09/01/21	

What are the hazards?	Who might be harmed?	How Can the Hazards Cause Harm?	What are you already doing?	Do you need to do anything else to control this risk?	Action by Who?	Action by when?	Done
				<ul style="list-style-type: none"> <li>If the school is looking to teaching/support staff to provide an element of cleaning then training will be required. <b>-Sent to staff w/c 11.121</b></li> <li>A deep clean will be undertaken by the school's cleaning team, prior to the school opening.</li> <li>Additional lunchtime cleaning in place with a focus on high-contact surfaces such as door handles, surfaces and making sure there are adequate disposal.</li> <li>No requirement for additional PPE to be worn.</li> <li>Frequency to be increased with focus on hand-contact surfaces in line with normal procedures and cleaning risk assessment during school day. No requirement for additional PPE to be worn. School staff to support this through additional hours if necessary.</li> <li>Daily cleaning statement to be followed</li> <li>Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing – a minimum of before and after cleaning commences.</li> <li>Cleaning after a suspected or confirmed covid-19 case will be undertaken by an external approved cleaning contractor.</li> <li>Cleaning following confirmed/suspected case in accordance with DfE guidance <a href="#">COVID-19: cleaning of non-healthcare settings</a></li> </ul>			
<b>Play Equipment</b>	Staff, Pupil, Visitors	Poor cleaning increases the risk of infection for equipment users	•	<ul style="list-style-type: none"> <li>If opened,</li> <li>All play equipment to be cleaned daily by school caretaker.</li> <li>Staff will clean equipment after their bubble has used equipment.</li> <li>Where cleaning is not possible clear 'out of use' signage will be displayed.</li> </ul>	Hub Team/SLT		
		•		•			
<b>Intimate Care/Higher Dependency Students</b>	Staff, Pupils	Intimate care brings people within close proximity of each other thereby increasing the risk of infection	• Children who soil are managed by school staff where able.	<ul style="list-style-type: none"> <li>Intimate care plan followed with usual PPE worn.</li> <li>Soiled children outside of those with known difficulties/medical needs to be collected by parents.</li> </ul>	SLT, all staff	01/06/2020	Y

What are the hazards?	Who might be harmed?	How Can the Hazards Cause Harm?	What are you already doing?	Do you need to do anything else to control this risk?	Action by Who?	Action by when?	Done
The school lapses in following national/ group guidelines and advice	Staff, Pupil, Visitors	Lack of awareness leads to potential contamination of the premises or an outbreak spreads rapidly through the school and wider community	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Contact is being maintained with a number of government agencies including Staffs CC to ensure important updates are noted.</li> <li>Headteacher to ensure that all relevant guidance is followed and communicated</li> <li>Senior Leaders 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 this risk assessment accordingly</li> <li>Information on the school website is updated. Covid 19 tab has dedicated menu item for information relevant to parents.</li> <li>Parents/Pupils updated via classrooms/email/parent text as necessary.</li> <li>Any change in information to be shared with CEO of CMAT, School Governors &amp; Board of Directors and passed on to parents by Parentmail and staff by email</li> </ul>			
PPE	Staff, Pupil, Visitors	Provision of PPE for staff where required is not in line with government guidelines	<ul style="list-style-type: none"> <li>Minimal PPE in schools beyond medical kit and that which is used by site technicians.</li> </ul>	Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured	SLT, all staff	22/05/2020	Y
				Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Instructions displayed in medical room.	SLT, all staff	22/05/2020	Y
				Facemasks will not be issued, in accordance with government guidance- staff to wear in small communal spaces/corridor	SLT, all staff	22/05/2020 1/9/2020 2/11/2020	Y Y
				Staff to wear face masks when on the gate/Club Gate	SLT, all staff	22/05/2020	Y
Communications With Parents	Parents/Carers	Parents and carers are to be kept fully informed of the health and safety requirements for the reopening of the school	<ul style="list-style-type: none"> <li>School maintains communication in a number of ways: <ul style="list-style-type: none"> <li>- letters</li> <li>- texts</li> <li>- emails</li> <li>- newsletter</li> </ul> </li> </ul>	As part of the overall communications strategy, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools.	Head Teacher	01/06/2020 and ongoing	Y
				A COVID-19 section on the school website is created and updated.	SLT	01/06/2020	Y
				Parent and pupil communications created.	SLT, all staff	01/06/2020 and ongoing	Y

What are the hazards?	Who might be harmed?	How Can the Hazards Cause Harm?	What are you already doing?	Do you need to do anything else to control this risk?	Action by Who?	Action by when?	Done
		Parents and carers are to fully understand their responsibilities should a child show symptoms of COVID-19		<ul style="list-style-type: none"> <li>Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website.</li> </ul>	SLT, all staff	01/06/2020 and ongoing	Y
Lone Working	Staff	Reduced staffing on site resulting in increase in those carrying out lone working.	<ul style="list-style-type: none"> <li>Normal lone working procedures in place for all other school activities</li> </ul>	<ul style="list-style-type: none"> <li>No high-risk tasks to be undertaken e.g. work at height, electrical work, confined spaces</li> </ul>	Hub Team	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> <li>Buddys system in place for site manager attended alone (call-in, call-out)</li> </ul>	Hub Team	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> <li>Lone working will be avoided where possible.</li> </ul>	Hub Team	01/06/2020 and ongoing	Y
Mental Health Concerns:  Pupils & Staff	Staff, Pupils	Staff and pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	<ul style="list-style-type: none"> <li>PSHCE curriculum</li> <li>Head Teacher open door policy</li> <li>Wellbeing policy</li> <li>Anti-bullying Policy</li> </ul>	<ul style="list-style-type: none"> <li>There are sufficient numbers of trained staff available to support pupils with mental health issues and capacity for support within the MAT</li> </ul>	SLT, all staff	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> <li>There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. (HT)</li> </ul>	SLT, all staff	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> <li>Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings).</li> </ul>	SLT, all staff	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> <li>Resources/websites to support the mental health of pupils are provided.</li> </ul>	SLT, all staff	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> <li>Staff are encouraged to focus on their wellbeing.</li> </ul>	SLT, all staff	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> <li>Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> </ul>	SLT, all staff	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> <li>Staff briefings and training have included content on wellbeing.</li> </ul>	SLT, all staff	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> <li>Staff have been signposted to useful websites and resources.</li> </ul>	Hub Team	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> <li>Staff to finish work by 5pm at the latest. Cleaning staff who start at the end of the school day excluded.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Thinkwellservice actively promoted to staff and occupational health referrals made where necessary.</li> </ul>	SLT, all staff	01/06/2020	Y
Working from Home	Staff	Working from Home can affect mental health	<ul style="list-style-type: none"> <li>Staff absence management Policy</li> </ul>	<ul style="list-style-type: none"> <li>Staff are encouraged to speak regularly with colleagues, virtually or by telephone, take regular breaks and exercise.</li> </ul>	SLT, all staff	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> <li>Appropriate work plans have been agreed with support provided where necessary.</li> </ul>	SLT, all staff	01/06/2020 and ongoing	Y

What are the hazards?	Who might be harmed?	How Can the Hazards Cause Harm?	What are you already doing?	Do you need to do anything else to control this risk?	Action by Who?	Action by when?	Done
				<ul style="list-style-type: none"> <li>Staff working from home may help provide remote learning for any pupils who need to stay at home.</li> <li>Staff working from home due to self-isolation have regular catch-ups with line managers</li> <li>Confidentiality/GDPR considered.</li> </ul>	SLT, all staff	01/06/2020 and ongoing	Y
					SLT, all staff	01/06/2020 and ongoing	Y
					SLT, all staff	Ongoing	Y
Bereavement Support	Pupils & Staff	Pupils and staff are grieving because of loss of friends or family	<ul style="list-style-type: none"> <li>Access to services through hospices and charitable organisations.</li> </ul>	<ul style="list-style-type: none"> <li>The school has access to trained staff who can deliver bereavement support and capacity for support within the MAT.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Support is requested from other organisations when necessary.</li> </ul>	SLT, all staff	Ongoing	Y
Maintaining provision	Pupils	Educational provision must still be maintained for priority children when the school reopens	<ul style="list-style-type: none"> <li>Education for all</li> </ul>	<ul style="list-style-type: none"> <li>Attendance is mandatory for all and maximum access to education is planned for/Arrangements are in place to ensure that this cohort is tracked and supported effectively.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Current government guidance is being followed.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Where limits on wraparound care are in place (30) children, priority will be given to Key Worker and vulnerable children.</li> </ul>	SLT, all staff	02/09/2020	Y
				<ul style="list-style-type: none"> <li>Arrangements are in place to supervise children of key workers and vulnerable children over any holiday periods in line with current government guidance.</li> </ul>	SLT, all staff	01/06/2020	Y
Maintaining a compliant premises	Pupils, Staff	Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing.	<ul style="list-style-type: none"> <li>Contractor access to site for PPM/compliance inspections to be continued wherever possible.</li> </ul>	<ul style="list-style-type: none"> <li>Estates Manager to review any premises compliance items that are becoming a concern Premises compliance status to be reviewed by Site/Facilities/Estates Manager to be reviewed prior to reopening and briefing provided to the school's Head</li> </ul>	Head Teacher/ Hub team	Ongoing	Y
				<ul style="list-style-type: none"> <li>Contractor access to site for PPM/compliance inspections to be continued wherever possible. Legible record of all contractor details to be held for 21 days (to support Test and Trace process if necessary)</li> </ul>			
				<ul style="list-style-type: none"> <li>Loss of site staff or access to contractors will prompt decision on whether school can remain open – key compliance tasks checklist must be maintained and will be referred to inform this decision.</li> </ul>	Head Teacher/ Hub team	Ongoing	Y
				<ul style="list-style-type: none"> <li>School to keep a documented record of all PPM tasks that are slipping to support recovery phase. Note that the reopening of the school might need to be delayed until after key compliance tasks have been completed.</li> </ul>	All staff	Ongoing	Y
				<ul style="list-style-type: none"> <li>School premises to remain open wherever possible with required and limited number of rooms.</li> </ul>	Head Teacher/ Hub team	Ongoing	Y

What are the hazards?	Who might be harmed?	How Can the Hazards Cause Harm?	What are you already doing?	Do you need to do anything else to control this risk?	Action by Who?	Action by when?	Done
<b>Mothballing / shutdown of buildings</b>	Staff	Failure to shutdown correctly leading to issues with recommissioning. Failure to follow Zurich guidance leading to failed claims for buildings or theft.	<ul style="list-style-type: none"> <li>Programme in place for managing site in extended holidays</li> <li>Inspection schedule</li> </ul>	<ul style="list-style-type: none"> <li>Guidance document on DfE <i>Mothballing and Shutting Down School Premises and Plant</i></li> </ul>	Hub Team	29/05/2020	Y
				<ul style="list-style-type: none"> <li>Zurich checklists for partial/total closure completed.</li> </ul>	Hub Team	29/05/2020	Y
				<ul style="list-style-type: none"> <li>Site staff to carry out weekly walk around/inspection.</li> </ul>	Hub Team	29/05/2020	Y
				<ul style="list-style-type: none"> <li>Water systems to be maintained through school holidays</li> </ul>	Hub Team	29/05/2020	Y
<b>Fire</b>	Staff, Pupil, Visitors	Fire procedures are not appropriate to cover new arrangements	<ul style="list-style-type: none"> <li>Fire Evacuation Policy</li> </ul>	<ul style="list-style-type: none"> <li>Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> <li>Reduced numbers of pupils/staff</li> <li>Possible absence of fire marshals</li> <li>Social distancing rules during evacuation and at muster points</li> <li>Possible need for additional muster point(s) to enable social distancing where possible</li> </ul> </li> <li><b>N.B. In the event of a real fire evacuation the safety of all building users must take priority over social distancing.</b></li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Staff and pupils have been briefed on any new evacuation procedures. Tested within the two weeks of opening.</li> </ul>	SLT, all staff	01/06/2020 Revisited 02/09/2020	Y
				<ul style="list-style-type: none"> <li>Incident controller and fire marshals have been trained and briefed appropriately.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Plans for fire evacuation drills are in place which are in line with social distancing measures.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>An additional staff rota is in place for fire procedures to be carried out during any absences and staff have been briefed accordingly.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Each class has undertake an isolated fire evacuation practice at a staggered time to minimise social distancing.</li> </ul>	SLT, all staff	2/09/2020	Y
<b>Contractors/visitors</b>	Staff, Pupil, Visitors	Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	<ul style="list-style-type: none"> <li>Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue.</li> <li>Where possible work will be undertaken</li> </ul>	<ul style="list-style-type: none"> <li>An assessment will be carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</li> </ul>	SLT/ Hub team	Ongoing	Y
				<ul style="list-style-type: none"> <li>Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is always maintained.</li> </ul>	Hub Team		Y
				<ul style="list-style-type: none"> <li>Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart.</li> </ul>	Hub Team	Ongoing	Y

What are the hazards?	Who might be harmed?	How Can the Hazards Cause Harm?	What are you already doing?	Do you need to do anything else to control this risk?	Action by Who?	Action by when?	Done
			outside of normal school hours.	<ul style="list-style-type: none"> <li>Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> <li>In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including hazard exchange forms).</li> <li>Signing in equipment out of use. Visitors and staff without card should sign in with CL. Door code pad to be wiped regularly.</li> <li>All visitors must sign in to enable an adequate record for track and trace purposes.</li> </ul>	All staff	Ongoing	Y
					Hub Team	Ongoing	Y
					Reception	Ongoing	
					Reception	Ongoing	
<b>Display Screen Equipment (temporary home workers)</b>	Staff	Staff working from home not having access to a workstation fully compliant DSE workstations giving rise to musculoskeletal issues.	<ul style="list-style-type: none"> <li>Any accidents to be logged with school and Estates Manager.</li> <li>Staff allowed to take home peripherals and chairs from office</li> </ul>	<ul style="list-style-type: none"> <li>Guidance on setting up a suitable workstation to be issued</li> </ul>	Hub Team/all staff	Ongoing	Y
<b>First Aid (Temporary home workers)</b>	Staff	Staff suffering injury at home	<ul style="list-style-type: none"> <li>Low risk, office style work, no specific control measures required</li> <li>Any accidents to be logged with school and Estates Manager</li> </ul>	<ul style="list-style-type: none"> <li>Low risk, office style work, no specific control measures required</li> </ul>	Hub Team/all staff	Ongoing	Y
<b>Heat</b>	Staff, Pupil, Visitors	Staff, pupils or visitors suffer heat related issues	<ul style="list-style-type: none"> <li>Following Heatwave plan for England guidance</li> </ul>	<ul style="list-style-type: none"> <li>Staff who are at risk of heat related issues to indicate to Head Teacher to allow an individual risk assessment to be carried out.</li> <li>Continue to follow government guidance and early warning systems.</li> <li>Ensure rooms are as well ventilated as possible.</li> </ul>	Head Teacher	Ongoing	Y
<b>Costs of the Schools' Response to COVID-19</b>	School	The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	<ul style="list-style-type: none"> <li>Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget.</li> <li>Additional sources of income are under exploration.</li> </ul>	<ul style="list-style-type: none"> <li>The school's projected financial position has been shared with governors and trust. Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced</li> </ul>	Hub Team	16/06/2020	Y
				<ul style="list-style-type: none"> <li>Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.</li> </ul>	Hub Team	31/08/2020	Y

What are the hazards?	Who might be harmed?	How Can the Hazards Cause Harm?	What are you already doing?	Do you need to do anything else to control this risk?	Action by Who?	Action by when?	Done
<b>Oversight of the Governing Body</b>	School	Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.  Governors are not fully informed or involved in making key decisions	<ul style="list-style-type: none"> <li>Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.</li> </ul>	Head Teacher	Ongoing	Y
				<ul style="list-style-type: none"> <li>The governing body continues to meet regularly via online platforms.</li> </ul>	Head Teacher	Ongoing	Y
				<ul style="list-style-type: none"> <li>The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> </ul>	Head Teacher	Ongoing	Y
				<ul style="list-style-type: none"> <li>Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</li> </ul>	Head Teacher	Ongoing	Y

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By
Can a new order of wipes, cleaning equipment, gloves etc be made.?		25.9.2020	S Varricchione

<b>Assessment completed by:</b>	<b>Jennifer Ferretti</b>  Sabrina Varricchione  Sabrina Varricchione & Fay	<b>Date:</b> 1/6/2020 9 <sup>th</sup> July 2020 7/9/2020 25/9/2020 9.10.2020 5/11/2020 9.1.21	<b>Date of next review:</b> 8.9.2020 22.9.2020 9.10.2020 26.11.2020
			<b>Date of next review:</b> 26.11.2020



**Guidance on completing the form**

This form may be used to record the risk assessment for any activity. Only complete a risk assessment if you have a good understanding of the activity being assessed and the principles of carrying out a risk assessment.

**Risk Assessment Title and Responsible Person**

Give the risk assessment a logical and clear title and date. The manager who is responsible for the activity being undertaken should carry out the risk assessment detailing the hazard and controls and any additional action required. It should then be signed and dated and stored securely in department and made available to employees, e.g. through communication on induction and following review.

**Details**

Provide a brief description of the activities to which the risk assessment relates. The short title detailed above may not make it clear what is in and/or out of scope of the assessment.

**What are the hazards and Who is at Risk?**

In the Hazards column, list the hazards (something with the potential to cause harm) which could reasonably be expected to result in significant harm. Identify individuals or groups of people who might be affected by the Hazard. Besides staff and students consider visitors, members of the public, volunteers and others who could be affected.

**What harm is associated with the hazard?**

For each hazard, there may be one or more types of harm that could occur and each is likely to require different control measures to be implemented. It is recommended each is given a separate line on the form.

**What control measures are already in place and what else needs to be put in place?**

List what is, or will be put in place to reduce the likelihood of harm or make any harm less serious. These precautions should meet legal standards, represent good practice and reduce risk as far as reasonably practicable. A hierarchy of control such as below may help in determining suitable controls, preference should be given to controls higher up the hierarchy where possible.

- |   |   |
|---|---|
| • Eliminate or avoid the risk at its source | • Remove employees/pupils (as applicable) |
| • Reduce the risk at its source             | • Reduce exposure to the risk             |
| • Contain the risk                          | • Utilise personnel protective equipment  |

**Evaluation of Adequacy**

The application of and consideration of the adequacy of the controls in place needs to be determined. This is a subjective judgement to be made by the responsible person. Where the response to the question of adequacy is 'no' this indicates an area requiring additional control (see below).

**Areas of additional control for consideration**

Areas for additional control can include items where the judgement in the evaluation of adequacy section was negative. It can also relate to developmental or goal-setting objectives in support of the journey of continuous improvement.

**Review Period**

Risk assessments are reviewed every two years to ensure validity. For activities undergoing regular change, consider a shorter timeframe for review.