

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 (Tyrone Fields,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 6 <sup>th</sup> Edition 29/11/2021 7/12/21  <b>1/2/22</b>	Reviewed By: (detail all involved) V.Buckley F.Hayward	S Varricchione (Headteacher)
Considered guidance	<ul style="list-style-type: none"><li>• DfE – Guidance for full opening: Schools. 17/9/20 (19.1.22)</li><li>• Actions for Early Years and Childcare Providers During the Coronavirus Outbreak (Updated 2 July) (22.9.20)(20.1.22)</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• DfE - Actions for Education and Childcare Settings for Wider Opening from 1 June 2020 (11 May) (Withdrawn)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• DfE - Covid-19: Implementing Protective Measures in Education and Childcare Settings (11 May) (Withdrawn)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) (19.7.21)</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. (27.1.22)</li><li>• HSE – Risk Assessment Framework</li><li>• Face Coverings in Education-updated 16/10/20 withdrawn on 19 July 2021</li><li>• <a href="#">DfE - Actions for Schools Coronavirus (COVID-19) Operational Guidance</a> 19<sup>th</sup> January 2022</li><li>• Update to tracing close contacts and isolation section to clarify the advice for under5s</li><li>• update to face coverings section to reflect removal of recommendation to wear face coverings in classrooms and communal areas-<b>taken out</b></li><li>• update to workforce section to reflect that government is no longer advising people to work from home if they can-<b>taken out</b></li><li>• <a href="#">Contingency framework: education and childcare settings</a> 20<sup>th</sup> January 2022</li><li>• updated advice re face coverings and how requirements may be temporarily re applied by local directors of public health</li></ul> <p>Face coverings: when to wear one, exemptions and what makes a good one 27.1.22</p>				
<p>Hazard: Contraction of Coronavirus COVID-19</p> <p>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.</p> <p>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.</p> <p>The virus is primarily spread between people during close contact most often via small droplets produced by coughing, sneezing and talking.</p> <p>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.</p> <p>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.</p>					

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.
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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.

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) Clean hands thoroughly more often than usual
  - 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
  - 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
  - 5) Minimise contact between individuals and maintain social distancing wherever possible
  - 6) Where necessary, wear appropriate personal protective equipment (PPE)
  - 7) Engage with the NHS Test and Trace process
  - 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community
  - 9) Contain any outbreak by following local health protection team advice
- Numbers 1 to 4 are in place in all the time.
  - Number 5 is 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 6 applies only in specific circumstances.

Numbers 7 to 9 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	Likelihood of Occurrence					Hazard Severity				
									Negligible	Slight	Moderate	High	Very High
Without controls	Very Likely (5)	Very High (5)	High (25)	Very Unlikely (A freak combination of factors required for an incident to result)	1	Low	Low	Low	Low	Low	Low	Low	Low
				Unlikely (A rare combination of factors required for an incident to result)	2	Low	Low	Low	Low	Medium	Medium	Medium	Medium
				Possible (Could happen when additional factors are present but otherwise unlikely to occur)	3	Low	Low	Medium	Medium	Medium	High	High	High
				Likely (Not certain to happen but an additional factor may result in an incident)	4	Low	Medium	Medium	High	High	High	High	High
				Very Likely (Almost inevitable that an incident would result)	5	Medium	Medium	High	High	High	High	High	High
With controls	Possible (3)	Very High (5)	High (15)										

## 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.

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>All visitors to wear face coverings in school if LTF not provided</li> </ul>	SLT, all staff	07.12.2021 7.2.22	Y
				<ul style="list-style-type: none"> <li>All staff to wear face coverings in communal areas</li> </ul>	SLT, all staff	07.12.2021	Y
<b>Minimising Contact /Promoting Social Distancing Measures:</b>  <b>Classrooms &amp; Teaching Spaces</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>	<b>Guidance no longer requires social distancing between pupils.</b>	Head Teacher	7.2.22	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> <li>Children to have seats allocated Mornings/Afternoons</li> </ul>	All staff	01/06/2020 7.2.22	Y
				<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
<b>Ventilation in Classroom Spaces</b>	Staff, Pupils, Visitors	Lack of Ventilation in classrooms will increase risk of covid transmission and other seasonal infections ie influenza etc	<ul style="list-style-type: none"> <li>Poorly ventilated areas have been assessed and necessary solutions implemented</li> <li>DfE have issued CO2 monitors that are being used to monitor CO2 levels</li> </ul>	<ul style="list-style-type: none"> <li>Advise staff to regularly check levels and if they are consistently above 1500ppm CO2 concentration in an occupied space increase/improve ventilation. Guidance details that the room can still be used. Advice on how to improve ventilation is available from PHE and HSE Public Health England's (PHE) guidance on <a href="#">ventilation of indoor spaces to stop the spread of coronavirus (COVID-19) pandemic</a></li> <li>The Health and Safety Executive's (HSE) guidance on <a href="#">ventilation and air conditioning during the coronavirus (COVID-19) pandemic</a></li> <li>The <a href="#">contingency framework for education and childcare settings</a></li> <li>If after trying to improve ventilation levels are consistently higher than 1500ppm in an area – try relocating the monitor to another area in the room and take regular readings. Inform the Headteacher who will contact the CMAT Estates Manager who will seek advice from the Health, Safety &amp; Wellbeing Team for solutions</li> </ul>	All Staff/Headteacher	29/11/21	Y

[illegible]

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>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>	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
				Minor first aid to be delivered in classrooms, where possible.	SLT, all staff	01/06/2020	Y
<b>Arrival &amp; Departure from School</b>	Pupils, Staff, Visitors	Pupils and parents congregate at exits and entrances		<ul style="list-style-type: none"> <li>Start and finish times are staggered.</li> <li>New Time introduced for 7.2.22</li> </ul>	SLT, all staff	01/06/2020 Reviewed 02/09/2020 2/11/2020 2.2.22	Y
<b>Staffing Numbers</b>	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>	The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.	Head Teacher	01/06/2020 and ongoing	Y
				Staff who are self-isolating but who are well enough to work are engaged in tasks/home learning as far as possible.	Head Teacher	01/06/2020 and ongoing	Y
				Flexible and responsive use of teaching assistants to supervise classes is in place.	SLT, all staff	01/06/2020	Y
				Full use is made of testing to inform staff deployment.	SLT, all staff	01/06/2020	Y
				Increased hours for part time staff, if required and where possible.	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> <li>Contingency Plan and Outbreak Plan in place, September 2022</li> </ul>	SLT, all staff	01/06/2020	Y
				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.	SLT, all staff	01/06/2020	Y
				Support staff will be allocated to children with EHCP in the first instance.	SLT	02/09/2020	
<b>Prioritising Provision</b>	Staff, Pupils	The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial	<ul style="list-style-type: none"> <li>SEN Policy</li> <li>Inclusion Policy</li> <li>Equal Opportunities Policy</li> </ul>	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	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
		groups' within schools when they reopen		vulnerable pupils and those from disadvantaged backgrounds.			
Delivery of 'higher risk' subjects	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>	<ul style="list-style-type: none"> <li>No high risk subjects will be undertaken.</li> </ul>	-	-	Y
				<ul style="list-style-type: none"> <li>PE lessons to be undertaken within classes and in outside designated spaces, where possible/appropriate.</li> </ul>	SLT, all staff	01/06/2020	Y
Curriculum Recovery		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>	<ul style="list-style-type: none"> <li>A recovery curriculum is planned and delivered as far as is possible, mindful of age, need and a focus on PSHE elements as well as developing a love of reading.</li> </ul>	SLT, all staff	01/06/2020 reviewed 09/202002/09/2020	Y
				<ul style="list-style-type: none"> <li>A remote learning offer in planned for to complement in-school learning and address gaps identified.</li> </ul>	SLT, all staff	02/09/2020	Y
				<ul style="list-style-type: none"> <li>Learning is planned with wellbeing and safety at the core.</li> </ul>	SLT, all staff	01/06/2020	Y
The School Day	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>	<ul style="list-style-type: none"> <li>Start and departure times are staggered. Flexi Start time</li> <li>EYFS 3.10/1/2/3/4 3.15</li> <li>Parents communicated 3.2.22</li> </ul>	SLT, all staff	01/06/2020 Reviewed 02/09/2020 2/11/2020 2.2.22	Y
Communication Strategy	Staff, Pupils, Visitors	Key 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

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
Policy Review	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
Staff Induction & CPD	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
				<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. Further support and guidance given throughout.</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>	<p>Hub Team</p> <p>BFS Office</p>	<p>01/06/2020 and ongoing</p> <p>2/11/2020</p>	Y
Risk Assessments		Risks are not comprehensively assessed in every	<ul style="list-style-type: none"> <li>Risk assessments and school policies in</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



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		area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	place and adhered to.	<ul style="list-style-type: none"> <li>Different areas of the school</li> <li>When pupils enter and leave school</li> <li>During movement around school</li> <li>During break and lunch times</li> <li>Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used</li> <li>Ongoing monitoring will be undertaken with staff input.</li> </ul>	SLT, all staff	01/06/2020	Y
					SLT, all staff	01/06/2020	Y
					SLT, all staff	01/06/2020	Y
					SLT, all staff	01/06/2020	Y
					SLT, all staff	01/06/2020	Y
					SLT, all staff	01/06/2020	Y
<b>Pupils with Underlying Health Conditions</b>	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> <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> <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> <li>Schools have a regularly updated register of pupils with underlying health conditions</li> </ul>	SLT, all staff	01/06/2020	Y
					SLT, all staff	01/06/2020	Y
					SLT, all staff	Ongoing	Y
<b>Staff with Underlying Health Conditions</b>	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> <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> <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> <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> <li>Current government guidance is being applied.</li> </ul>	Hub team/HR in liaison with HT	02/09/2020	Y
					SLT, all staff	01/06/2020	Y
					SLT, all staff	01/06/2020	Y
					SLT, all staff	02/09/2020	Y
					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</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>Handsaniters located around school and in all classrooms.</li> </ul>	SLT, all staff	01/09/2020	



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sanitising / washing more thoroughly				<ul style="list-style-type: none"> <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>			
Infection Control in People	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.</li> </ul>	SLT, all staff	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> <li>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 should not attend and should be tested</li> </ul>	SLT, all staff	02/09/2020	Y
				<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 governoe 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

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>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>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 contact other family members.</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>Staff member/s dealing with suspected case should wear full PPE equipment and ensure it is securely disposed of afterwards.</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <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
				<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> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Where possible staff members should ensure social distancing between the pupil/staff member and themselves</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Staff and pupils who were with the affected party should wash their hands but do not need to go home unless symptomatic</li> </ul>	SLT, all staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>A record of any COVID-19 symptoms in staff or pupils is reported to the Estates Manager and Headteacher.</li> </ul>	SLT, all staff	02/09/2020	Y
				<ul style="list-style-type: none"> <li>Headteacher to contain an outbreak as much as possible by following local health protection team advice.</li> </ul>	Headteacher	01/09/2020	
				<ul style="list-style-type: none"> <li>Headteacher to report confirmed cases and follow necessary government guidance.</li> </ul>	Headteacher	01/09/2020	
				<ul style="list-style-type: none"> <li>Areas used by symptomatic staff and pupils are appropriately cleaned once vacated and will have extended focus on touch points.</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
				<ul style="list-style-type: none"> <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>	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
				<ul style="list-style-type: none"> <li>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></li> </ul>	SLT, all staff, Hub staff	01/06/2020	Y
Testing & Managing Symptoms	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</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</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
		symptoms of COVID-19		guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.			
				<ul style="list-style-type: none"> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> </ul>	SLT, all staff	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> <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
				<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>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 Varricchionne, 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	Y
				<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	
				<ul style="list-style-type: none"> <li>Pupils to arrive at their time pupils to enter via classroom fire door or designated entrance.</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
				<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. The use of paper forms will be reduced as much as possible- email and ParentPay instead.</li> </ul>	SLT, all staff	02/09/2020	Y
				<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 hall will be utilised, where possible.</li> </ul>	SLT, all staff	01/06/2020	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>Non-fire doors propped open to remove need for hand contact <ul style="list-style-type: none"> <li></li> </ul> </li> </ul>	SLT, all staff	01/06/2020	Y
<b>Test and Trace/Self isolation</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> <li>Since 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result.</li> <li>Children under 5 years who are identified as close contacts are exempt from self-isolation and do not need to take part in daily testing of close contacts. They are advised to take a PCR test if the positive case is in their household.</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	Regularly reviewed and training updated.	Dates of DSL certificates are checked qualifications renewed once available through SSCB.	SLT, all staff	01/06/2020	Y
				First Aid certificates monitored and training booked	SLT, all staff	01/06/2020	Y
				Rotas are reviewed to ensure coverage, where applicable.	SLT, all staff	01/06/2020	Y
				A programme for training additional staff is in place	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
Cleaning	Staff, Pupil, Visitors	Poor cleaning procedures puts the health of building users at risk.	<ul style="list-style-type: none"> <li>Cleaners managed by Chartwells</li> <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></li> </ul>			
				<ul style="list-style-type: none"> <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> </ul>	SLT, All staff	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Daily cleaning statement to be followed</li> </ul>	Hub Team	01/06/2020	Y
				<ul style="list-style-type: none"> <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> </ul>	Hub Team	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Cleaning after a suspected or confirmed covid-19 case will be undertaken by an external approved cleaning contractor.</li> </ul>	Hub Team	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Cleaning following confirmed/suspected case in accordance with DfE guidance <a href="#">COVID-19: cleaning of non-healthcare settings</a></li> </ul>	Hub Team	22/05/2020	Y
Intimate Care/Higher Dependency Students	Staff, Pupils	Intimate care brings people within close proximity of each other thereby increasing the risk of infection	<ul style="list-style-type: none"> <li>Children who soil are managed by school staff where able.</li> </ul>	<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
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>	<ul style="list-style-type: none"> <li>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured</li> </ul>	SLT, all staff	22/05/2020	Y
				<ul style="list-style-type: none"> <li>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.</li> </ul>	SLT, all staff	22/05/2020	Y
				<ul style="list-style-type: none"> <li>Staff are reminded that wearing of gloves is not a substitute for good handwashing.</li> </ul>	SLT, all staff	22/05/2020 1/9/2020 2/11/2020	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>Communications With Parents</b>	Parents/Carers	<p>Parents and carers are to be kept fully informed of the health and safety requirements for the reopening of the school</p> <p>Parents and carers are to fully understand their responsibilities should a child show symptoms of COVID-19</p>	<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>	<ul style="list-style-type: none"> <li>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.</li> </ul>	Head Teacher	01/06/2020 and ongoing	Y
				<ul style="list-style-type: none"> <li>A COVID-19 section on the school website is created and updated.</li> </ul>	SLT	01/06/2020	Y
				<ul style="list-style-type: none"> <li>Parent and pupil communications created.</li> </ul>	SLT, all staff	01/06/2020 and ongoing	Y
				<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
<b>Lone Working</b>	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>Buddy 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
<b>Mental Health Concerns:</b>  <b>Pupils &amp; Staff</b>	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



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 to finish work by 6pm 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>Think well service actively promoted to staff and occupational health referrals made where necessary.</li> </ul>	SLT, all staff	01/06/2020	Y
<b>Working from Home</b>	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>Confidentiality/GDPR considered.</li> </ul>	SLT, all staff	Ongoing	Y
<b>Bereavement Support</b>	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
<b>Maintaining provision</b>	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
<b>Maintaining a compliant premises</b>	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</li> </ul>	Head Teacher/ Hub team	Ongoing	Y
				<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</li> </ul>	Head Teacher/ Hub team	Ongoing	Y
<b>Mothballing / shutdown of buildings</b>	Staff	Failure to shutdown correctly leading to issues with recommissioning. Failure to follow Zurich guidance leading to failed	<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

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
		claims for buildings or theft.					
<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 January 2022.</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 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</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 outside of normal school hours.</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
				<ul style="list-style-type: none"> <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> </ul>	Hub Team	Ongoing	Y
				<ul style="list-style-type: none"> <li>Signing in equipment in use. Door code pad to be wiped regularly.</li> </ul>	Reception	Ongoing	
				<ul style="list-style-type: none"> <li>All visitors must sign in to enable an adequate record for track and tarce purposes.</li> </ul>	Reception	Ongoing	

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
Heat	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
Costs of the Schools' Response to COVID-19	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
Oversight of the Governing Body	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 reports to Board 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 LAB 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 Varricchio

Assessment completed by:	Jennifer Ferretti  Sabrina Varricchione	Date:	1/6/2020 9 <sup>th</sup> July 2020 7/9/2020 25/9/2020 9.10.2020 5/11/2020 2.2.22	Date of next review:	8.9.2020 22.9.2020 9.10.2020  26.11.2020  1.3.22
				Date of next review:	1.3.22

## 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.