**Risk Assessment**

**School operation during the Covid 19 pandemic**

Please note how the Harm, (yellow) and Likelihood, (blue) colour coded choices relate to the relevant columns that appear below in Section 2, as you start to capture the detail from your thinking.

Please personalise the risk assessment to reflect you school’s environment and context

**Section 1**

|  |  |  |
| --- | --- | --- |
| **Lighthouse Schools Partnership, Name of School:****Whitchurch Primary School** | **Date of Assessment:****16.5.20 to 21.5.20 10.06.20****05.09.20 14.11.20 30.12.20 5.1.21** | **Review date:**(Complete once the action plan section below is addressed) |
| **Assessed by:**Please note all those involved should sign up to this assessment. Print below:**NAME: DATE:****1. CARL HORNSBY 18.5.20, 10.06.20, 05.09.20, 14.11.20 30.12.20 5.1.21****2. Christine Dyer (Chair Govs) 21.05.20****3. Pete Edwards (Vice Chair Gov) 21.05.20****etc** | **Staff signatures:****1. All staff have seen document, recorded on separate document****2.****3.****etc****I/We have read and understood this RA and our role in its implementation.** |

**BACKGROUND AND CONTEXT:**

From 1 September 2020 all schools are required to reopen for all pupils.

This model risk assessment has been developed to support schools in implementing government guidance for the reopening of schools first issued on 2 July 2020. It has now been updated to reflect updates published on 28 August 2020. It is available here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Control measures in this risk assessment reflect government guidance for schools that are not in areas with additional local restrictions as of 1 September 2020.

We have included sections 2 and 3 from our previous risk assessment mask term 6 of the 2019-20 academic year as these could be of use if schools are required to close or partially close in response to a local outbreak of coronavirus. Guidance published on 28 August 2020 advises of the circumstances required for the full or partial closure of schools if this becomes necessary**.** <https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions>

The risk assessment will be reviewed in response to updates to government guidance including any outcomes arising from the government *COVID-19: review of disparities and outcomes report* and any examples of shared ‘best practice’ that we receive. We have adapted this risk assessment in consultation with relevant partners including trade union representatives where available.

In line with government guidance to other businesses that are advised to go back to work, this risk assessment will be made publicly available to those who wish to see it. The same guidance also provides those employers with a downloadable notice which we have placed on display.

<https://mail.google.com/mail/u/0/?tab=rm0#inbox/FMfcgxwHNMZTbVpxnwzhbjJRTNhHdvrR?projector=1&messagePartId=0.1>

The World Health Organisation (WHO) published a [new statement](https://www.who.int/news-room/q-a-detail/q-a-children-and-masks-related-to-covid-19) on the 21 August on when children should wear face masks. They now advise that “children aged 12 and over should wear a mask under the same conditions as adults, in particular when they cannot guarantee at least a 1-metre distance from others and there is widespread transmission in the area”

Nationwide, the government is not recommending face masks are necessary in education settings generally because a system of control, applicable to all education environments, provides additional mitigating measures. Schools have the discretion to require face masks in communal areas where social distancing cannot be safely managed, if they believe that it is right in their particular circumstances. This will be detailed in this risk assessment.

Examples of where education leaders might decide to recommend the wearing of face masks - for pupils and staff - in communal areas of the education setting include:

* where the layout of the school estate makes it particularly difficult to maintain social distancing when staff and pupils are moving around the premises
* where on top of hygiene measures and the system of controls recommended in the full opening guidance to schools and FE colleges and providers, permitting the use of face masks for staff, pupils or other visitors would provide additional confidence to parents to support a full return of children to school

On the basis of current evidence, in light of the mitigating measures education settings are taking, and the negative impact on communication, face masks will not generally be necessary in the classroom even where social distancing is not possible. There is greater use of the system of controls for minimising risk, including through keeping in small and consistent groups or bubbles, and greater scope for physical distancing by staff within classrooms. Face masks can have a negative impact on learning and teaching and so their use in the classroom should be avoided.

**Part 1: Reopening schools from 1 September 2020**

The rationale for schools re-opening for more groups of pupils is set out in the document Education and childcare during coronavirus: Guidance for the full reopening of schools. It is predetermined on the principle that cases of coronavirus have reduced and that there is an effective ‘Track and Trace’ process in place. The guidance is clear that risks posed to pupils from remaining out of school in terms of their wellbeing, safeguarding and academic achievement outweigh those posed from the contraction of coronavirus. In relation to working in schools the guidance states that “whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics’ analysis on[**coronavirus (COVID-19) related deaths linked to occupations**](https://www.ons.gov.uk/peoplepopulationandcommunity/healthandsocialcare/causesofdeath/bulletins/coronaviruscovid19relateddeathsbyoccupationenglandandwales/deathsregistereduptoandincluding20april2020)suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults”

This risk assessment is based on the control measures described in the government guidance for reopening schools referred to above. This states that if schools follow the control measures as set out below, they can be “confident that they are managing risk effectively”.

**The system of controls: protective measures**

Having assessed their risk, schools must work through the below system of controls, adopting measures in a way that addresses the risk identified in their assessment, works for their school, and allows them to deliver a broad and balanced curriculum for their pupils, including full educational and care support for those pupils who have SEND.

If schools follow the guidance set out here, they will effectively reduce risks in their school and create an inherently safer environment.

**System of controls**

This is the set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the sections below. The updated risk assessment has been organised to relate to the system of controls.

**Prevention:**

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, use of face masks in schools.

3) clean hands thoroughly more often than usual

4) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach

5) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

6) minimise contact between individuals and maintain social distancing wherever possible

7) where necessary, wear appropriate personal protective equipment (PPE)

8) always keeping occupied spaces well ventilated

Numbers 1 to 5 and number 8 must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

**Response to any infection:**

8) engage with the NHS Test and Trace process

9) manage confirmed cases of coronavirus (COVID-19) amongst the school community

10) contain any outbreak by following local health protection team advice

11) contain any outbreak by following local health protection team advice

Numbers 8 to 11 must be followed in every case where they are relevant.

**Second Lockdown Period (5 November to 2 December 2020)**

Government guidance issued on 4 November 2020 states that:

“ We published [actions for schools during the coronavirus (COVID-19) outbreak](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) guidance to support schools to welcome back all children from the start of the autumn term.

Schools should continue to undertake risk assessments and implement the system of controls set out in this guidance. These measures provide a framework for school leaders to put in place proportionate protective measures for pupils and staff. If schools follow the guidance and maximise control measures, they can be confident they are managing risk effectively.

We would expect schools to ensure any changes required in light of national restrictions are in place as soon as practically possible, and by Monday 9 November at the latest.”

See:

<https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?utm_source=7427a8d7-6fbd-4315-b29f-2c648cfb91a1&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate&dm_i=3OT7,17F45,1J7BUY,4B9SG,1>

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| What is the **Task/Activity** or **Environment** you are assessing? | What **Hazards** are present or may be generated?Look at the activity, processes or substances used that could cause harm to health or injury. Use a row for each one identified | Who is **affected** or **exposed** to hazards?(StaffStudentsVisitorsContractorsEtc.) | What **Severity of Harm** can reasonably be expected?(See Definitions Table 1) | What **Precautions (Existing Controls)** are already in place to either Eliminate or Reduce the risk of an accident happening? | What **Likelihood** is there of an accident occurring?(See Definitions Table 1) | What is the **Risk Rating?**(See Risk Rating Matrix Table 2) |  |
| Prevention |  |
| 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 |  |
| Contact with infected persons/ exposure to the virus within the school. | Person contracts coronavirus as a result of direct contact with an infected person (or a symptomatic person) entering the premises. | Pupils and staff | Fatal/Major | Guidance has been issued to the entire school community. Anyone affected must stay at home if they (or their family members) have any of the following symptoms: a high temperature, a new continuous cough, a loss or change to your sense of smell or taste. OR they have tested positive for coronavirus in the last 10 days.Those affected must follow government stay at home guidance as follows https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection**s** https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infectionTemperature testing is not recommended on its own. Guidance states that it is not a reliable method for identifying coronavirus. | Low | **Medium** | **ACTION****Carl to write letter.****DONE**Will be reissued on newsletter on 10.09.20Academy sheet used.Reminder sent 12.01.21 |
|  | Contact with those developing symptoms of the virus during the working day. | Pupils and staff | Fatal/Major | Our procedure will be that If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow ‘[stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)’, which sets out that they must self-isolate for at least 10 days and should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.If a child is awaiting collection, they will be moved, via a route involving the shortest possible internal distance (i.e. including an outside route where possible) if possible, to a room where they can be isolated behind a closed door, to room number or name depending on the age of the child and with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people. We have produced a plan to show the shortest routes possible and shared this with staff. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infectionIf they need to go to the bathroom while waiting to be collected, we endeavour that they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).In this case the supervising staff member should wear a fluid-resistant surgical face mask if they can't keep 2 metres away from the pupil. If the staff member can't avoid contact with the child, they should wear:* Disposable gloves
* A disposable apron
* A fluid-resistant surgical face mask
* Eye protection (if there's a risk of coughing, spitting or vomiting)

In an emergency we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital.Any member of staff who has provided close contact care to someone with symptoms, while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, if wearing a face mask, do not need to go home to self-isolate unless:* The symptomatic person subsequently tests positive
* They develop symptoms themselves (in which case, they should arrange to have a test)
* They are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated).

 If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, we have noted they do not need to go home unless they develop symptoms themselves (and in which case, a test is available), the child subsequently tests positive or they are contacted by NHS Test and Trace They are instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>   | Low | **Medium** | **‘Old Year 5 room to be used as isolation room. This room is spacious and well ventilated. Thereis external access to diabled toilet which is easy to clean (all tile) Easy access to this room from in school and outside.****Route sent out to all staff and govs 13.11.20** |
| Provision of first aid | Inadequate first aid treatment exacerbates injury or pre-existing conditions. | Pupils and staff | Serious | Qualified first aiders are available as required (see below re: EYFS requirements).Where reasonably practicable we will ensure that opportunities for pupils to mix with pupils who are not in their group are limited during the administration of first aid/Normal hygiene precautions (handwashing and use of gloves) are taken when administering first aid.See below re: use of PPE and working in close proximity to an injured person. | Low | **Low** | **Consider first aiders and availability when timetabling****We have 16 first aiders in school staff.****Should allow for one per group****3 paedeatric and 3 pending award****3 now have award****CH and ML to do FA.****I would like to reduce to Low as first aid has been handled well over time** |
| Provision for first aid in the EYFS | Inadequate first aid treatment exacerbates injury or pre-existing conditions. | EYFS pupils | Serious | EYFS requirements: A Paediatric trained first aider is present when EYFS pupils are on site. We note that Gov’t stated that from 24 April 2020 this remains the case where children aged 0-24 months are on site. We also note the requirement is modified where children aged 2-5 are on site (with no children under 24 months) to a ‘best endeavours duty’ to have someone with a full PFA certificate on site. If we cannot meet the steps set out in the guidance at: <https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications>we will carry out a written risk assessment (content specified in link above) and ensure that someone with a current First Aid at Work (3 day) or emergency PFA certificate is on site at all times. If PFA certificate requalification training is prevented for reasons associated directly with coronavirus (COVID-19), or by complying with related government advice, the validity of current certificates can be extended to 25 November 2020 at the latest. This applies to certificates which expired on or after 16 March 2020. If asked to do so, we will be able to explain why the first aider hasn’t been able to requalify and demonstrate what steps have taken to access the training. We note that Employers or certificate holders must do their best to arrange requalification training at the earliest opportunity.We note and have actioned where necessary that if PFA certificate requalification training is prevented for reasons associated directly with coronavirus (COVID-19), or by complying with related government advice, the validity of current certificates can be extended to 25 November 2020 at the latest. This applies to certificates which expired on or after 16 March 2020. If asked to do so, we will be able to explain why the first aider hasn’t been able to requalify and demonstrate what steps have taken to access the training. (NB: Employers or certificate holders must do their best to arrange requalification training at the earliest opportunity. The [EYFS: coronavirus disapplication](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications) guidance will be updated shortly to reflect the recent extension of the validity of PFA certificates.) | Low | **Low** | **Consider first aiders and availability when timetabling****BA, CR and JSh have certificate****CH, AK, ML have trained but not completed final hour of course.****DONE 1.09.20****CH, ML and AK have completed course** |
| Administration of medication | Illness or injury to those who are unable to access their medication | Pupils and staff | Fatal/ major | School procedures for the administration of prescription and controlled medication will continue to apply.Parents have been advised that they must return any required medication to school; we will check that medication that has remained in school is still in date. Parents have been advised where this is not the case.Staff will wear PPE whilst administering medication if it is not possible to maintain 2m social distancing. Pupils/ students with allergies and/or those requiring medication (including asthma inhalers) will be known to all staff and their requirements identified on class lists for each teaching group. EHC Plans or other relevant Healthcare Plans to be shared with staff responsible for each teaching group.Adrenaline Auto-injectors (AAI) and asthma inhalers to be easily accessible and their whereabouts known by staff and pupils. Pupils requiring these will be placed in a group with a member of staff who has had the relevant training to administer the AAI and recognise the signs of an allergic reaction/asthma attack. They accept that in an emergency the importance of immediate action to save life takes precedence over social distancing.We will provide refresher training for all staff re: the requirements for individual children with known allergies and ensure that those supervising groups of children at lunchtime are aware of the importance of avoiding cross contamination.Tables will be cleaned after lunch, rubbish disposed of and bin emptied to avoid allergens remaining in the classroom for longer than necessary(NB - Comment from colleague)“The prevalence of allergens such as egg and dairy will be much higher in classroom – some schools are insisting that pupils have a school packed lunch – this won’t work for allergic children and the offering seems to be egg mayo, cheese, tuna – all understandable; schools should consider the offering in light of the allergic children they have in their school. The issue around this is that there is change and the risks need to be considered in light of that change.” | Low | **Medium** | **CH and ML undergoing administration of medicine training.****Medication signs up in staff room.****EHCP refresher on 1.09.20****Cleaner rota to clean tables after each lunch sitting in place.****CH and PW completed Med course 12.11.20** |
| 2) where recommended, use of face masks in schools. |  |
| Use of face masks | Failure to use face mask in areas where it is difficult to maintain social distancing increases the likelihood of exposure to coronavirus in the school community. | Pupils and staff | Serious | Government guidance (04/11/11) states: Primary schools: It is not mandatory for staff and visitors to wear face masks. In situations where social distancing between adults in settings is not possible (for example when moving around in corridors and communal areas). However, primary schools in the Trust ~~are recommended to~~ will require the use of face  ~~mask~~ masks ,in the Trust are recommended to require the use of face masks, in line with [government guidelines](https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own), for all adults on site, for both staff and visitors. This relates in internal and external spaces.Secondary schools: In schools where pupils in year 7 and above are educated, face masks should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. This relates in internal and external spaces.Staff have been consulted on this approach and face masks are provided for staff by the school. We have advised staff that face visors or shields should not routinely be worn as an alternative to face masks. They may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer. Staff are able to utilise visors or shields in addition to face masks.Staff will remain within their defined bubbles wherever possible. Where this is not possible additional precautions, such as the wearing of face masks by staff, will be implemented.This approach has been explained to parents and carers in newsletters and text messages. In cases of non-compliance the member of SLT on duty will remind those not wearing masks of the requirement to do so. In the case of continued non-compliance this will be followed up by letter reiterating our approach. Further non-compliance will lead to the headteacher sending a Final Warning Letter As a last resort the headteacher and in the case of further non cooperation, in consultation with the Trust, will consider the potential of approaching DS and activating the ‘Landlord Right’ to warn the parent/carer and then, if necessary, proportionatly ban them from the school site, backed by potential criminal sanction under section 47 of the Education Act 1996. | Low | **Low** | Very few children wearing face masks.Teachers to teach lesson on 7.09.20CH and RB did assembly on 4.09.20CH did assembly on 8.09.20Staff now wear face masks unless in classroom of own bubbleFace mask to be added to assembly from 16.11.20Staff now wear facemasks at all times except for phonics 11.1.21We have compliance.4 staff rooms in use. |
|  | Students/ staff do not have face mask.Face mask is damaged or otherwise unsuitable for use. | Pupils and staff | Serious | Requirements for students to have a face mask will be communicated to parents/carers. It is reasonable to assume that staff and young people will now have access to face masks due to their increasing use in wider society, and Public Health England has made available resources on how to make a simple face mask.However, where anybody is struggling to access a face mask, or where they are unable to use their face mask due to having forgotten it or it having become soiled or unsafe, we will take steps to have a small contingency supply available to meet such needs.No-one should be excluded from education on the grounds that they are not wearing a face mask. | Low | **Low** | Very few children wearing face masks.Teachers to teach lesson on 7.09.20Reissue staff text 10.09.20DONEFacemasks issued T2W1 |
|  | Students, staff or visitors exempt from wearing a face mask | PupilsStaffVisitors | Serious | Some individuals are exempt from wearing [face masks](https://www.gov.uk/www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own). This applies to those who:* cannot put on, wear or remove a face mask because of a physical or mental illness or impairment or disability
* speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate

The same exemptions will apply in our school; we will ensure that staff and students are aware of this and are sensitive to those needs. | Low | **Low** | NA |
| Safe wearing and removal of face masks | Potential of contamination if face masks are removed or disposed of incorrectly. | Pupils and staff | Serious | A process is in place for removing face masks when those who use face masks arrive at school, and when face masks are worn at school in certain circumstances. This process has been communicated clearly to pupils and staff.Safe wearing of face masks requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face mask becomes damp, it should not be worn and the face mask should be replaced carefully.Pupils will be instructed not to touch the front of their face mask during use or when removing it and they must dispose of temporary face masks in a ‘black bag’ waste bin (not recycling bin) or place reusable face masks in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. | Low | Low | Staff training given on 1.09;20Children given assembly on 4.09.20 and 7.09.20To be part of Monday assembly from 16.11.20 |
| 3) clean hands thoroughly more often than usual |  |
| Hand hygiene | Poor hand hygiene increases the likelihood of infection from coronavirus | Pupils and staff | Serious | Opportunities are provided for staff and pupils to clean their hands with soap and water and dry thoroughly:* on arrival at school
* after using the toilet
* after breaks and sporting activities
* before food preparation
* before eating any food, including snacks
* before leaving school
* after sneezing/coughing.

Paper towels will be used to dry hands in preference to hand dryers. Covered bins available for disposal of paper towels will be emptied periodically during the day.Supervision by staff is provided as needed.Signage about how to wash hands properly, is on display and reinforced with pupils.Where sinks are not easily accessible from the room used by a ‘group’ of pupils hand sanitiser will be available. | Low | Low | **ACTIONCarl****Letter out****MELANIE****Posters up.****DONE****ACTION: Cleaner bin timetable (MELANIE)****Janitor is doing this****DONE****We have tissues and swing top bins** |
|  | Use of hand sanitiser potential for improper use and ingestion. | Pupils and staff | Serious | We are providing/allowing the use of hand sanitisers that contain at least 60% alcohol.Recognising it is not possible to follow the hand wash advice everywhere, a hand sanitiser is next best and unless there's some allergy, and depending on the age of our pupils, they could use their own/ours under supervision through to it being 'dispensed'.We have obtained the Safety Data Sheet for the product(s). They advise on action to be followed if the sanitiser is not used as designed i.e. a child drinks some; it gets in eyes etc.This will also help with potential reactions to the product.We have and will secure adequate supplies of the product and provide it, especially in areas such as reception to the building(s). We will not make our own having addressed the national CLEAPSS guidance.We will not make our own having addressed the national CLEAPSS guidance. | Med | Low | **ASK****Helen, data safety sheets. Please acquire (from Trust?)****DONE****Children enter classrooms, teaching staff will ensure all children conform and wash hands** |
| 4) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach |  |
| Respiratory Hygiene  | Poor respiratory hygiene increases the likelihood of infection from exposure to coronavirus. | Pupils and staff | Serious | Catch it, kill it, Bin it – tissues are available in all classrooms, staffroom and reception at a minimum. The message is reinforced with pupils.Covered bins are available for the disposal of used tissues. | Low | **Low** | **Posters up.****Assembly 14.09.20****DONE** |
| Ventilation (Open windows and doors are recommended as a means of improving air circulation within the building) | Falls from height (open windows) | All premises occupants | Serious | Whilst taking into consideration the necessity to increase ventilation by improving air circulation within the building we have advised staff that window opening restrictors must not be removed. | Low | Low | ACTION: Carl to advise staff not to remove restrictors from windows.All windows are floor level opening (Handles go down to ground level)Text sent 11am 24.05 |
|  | Use of air conditioning accelerates the spread of coronavirus | All premises occupants | Serious | We have taken advice from our contractors re: the suitability of our air conditioning system for use at this time and taken the following action:The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low.You can continue using most types of air conditioning system as normal. But, if you use a centralised ventilations system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply. | Low | Low | Ventilation manufacturers email 23.05.20: Further from our telephone conversation, please find attached the O&M literature for the Breathing Buildings units within the classrooms. The ventilation units do have a chance of recirculating the exhaust air from the classroom with fresh air should the outside air temperature decrease below the WSX level (should be set to 17DegC). The WSX temperature can be adjusted on the BMS system which if set low will keep the units on summer mode and prevent any chance of the air recirculating.I will adjust system to Summer Mode on 26.05.20Done |
|  | Additional doors and windows are left open compromising site security/fire safety. | All premises occupants | Serious | We have reviewed our site and identified doors that could remain open without compromising fire safety/ and or security. For high risk areas such as kitchens and boiler rooms fire doors will be kept in the closed position. Lower risk rooms such as classrooms and offices may be propped open with a removable weight or wedge. There are people present who will be tasked with removing it if the alarm goes off and at the end of the day.Door guards etc, will continue to be used to improve circulation in the building (and also reduce the need for touching the door handles).A fire drill will be run with all staff, before pupils return, to make sure everyone is clear about the importance ofsafely closing doors and windows, including any temporary ‘hold open’ measures as part of leaving the building.We have reviewed and updated our fire risk assessment accordingly | Low | Low | Ventilation manufacturers email 23.05.20: Further from our telephone conversation, please find attached the O&M literature for the Breathing Buildings units within the classrooms. The ventilation units do have a chance of recirculating the exhaust air from the classroom with fresh air should the outside air temperature decrease below the WSX level (should be set to 17DegC). The WSX temperature can be adjusted on the BMS system which if set low will keep the units on summer mode and prevent any chance of the air recirculating.I will adjust system to Summer Mode on 26.05.20DoneFire drill and lockdown to be held week beginning 14.09.20Firedrill doneLockdown T2W3Firedrill done T2 final week |
| 5) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach |  |
| Cleaning | Person contracts COVID19 as a result of inadequate cleaning | Pupils and staff | Fatal/Major | For schools with contract cleaning: We have reviewed the cleaning specification with our cleaning contractor to ensure that this meets requirements set out in [https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)For schools employing their own cleaners: Our cleaning specification has been reviewed to ensure we comply with requirements set out in [https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)Guidance has now been updated see links above.Where our own cleaners and/or additional staff are required to undertake cleaning duties we have ensured that they have received appropriate training and are provided with PPE, as set out in guidelines above. This also applies to other staff who may be asked to carry out cleaning duties during this period.We have identified cleaning of high-risk areas to be undertaken throughout the school day to include:Door handlesKettlesTapsSwitchesPhonesLaptops /Printers and photocopiersStaffroom/ food preparationSurfaces that pupils are touching e.g.: toys, books, chairs, tables, doors, sinks, toilets, bannisters, light switches, etc.Janitorial services will be available during the school day for this purpose.Lids on toilets, where available, will be closed when not in use | Low | **Medium** | **ACTION****Dep Hed train cleaners wb June 1st using government guidance.****Our own cleaners will continue with their normal cleaning duties whilst a LSP cleaner will do 9-3 (awaiting confirmation of this)****DONE**We are training cleaners on 1 June 2020 in inset. We have spoken to LSP about a secondary janitor joining us. TBC.DONEAnd 01.09.20 |
|  | Inappropriate exposure to cleaning product results in allergic reaction/ poisoning etcStorage arrangements of cleaning product change increasing potential for unauthorised ‘use’ by pupils. | Pupils and staff | Serious | All staff involved in cleaning duties will receive training re: safe use and storage of cleaning materials.PPE will be provided for all cleaning activities.Safety data sheets for cleaning products are available.Only recommended cleaning products will be used. | Low | Low | **ASK****SBM, data safety sheets. Please acquire (from Trust?****DONE)** |
| Measures to reduce contamination from coronavirus. | Use of shared resources | Pupils and staff | Serious | Staff and pupils will have individual pens, pencils etc that are not shared.Classroom based resources such as books and games will be shared within the ‘group/bubble’; these will be cleaned frequently along with frequently touched surfaces.Resources that are shared between groups/bubbles will be cleaned frequently and between use by different groups/bubbles or rotated to allow them to be quarantined and out of reach for 48 hours (72 hours plastics).Staff have been advised that they must wash their hands and surfaces before and after handling pupils’ books. | Medium | **Low** | **Take as (little as poss. laptops clean carefully)****Water fountains decommissioned by Carl 22.05.20****I would like to change this to LOW****Wipes placed out for cleaning****Book text sent August and 10.09.20** |
|  | Harder to clean items | Pupils and staff | Serious | We have removed soft furnishings, soft toys and toys that are harder to clean (such as those with intricate parts) from classrooms and teaching spaces until further notice.Where these remain, they will be subject to regular cleaning and disinfection. | Low | **Low** | **ACTION: This has been done****Remind staff 16.11.20** |
|  | Items from home to school and vice versa | Pupils and staff | Serious | We are limiting the items that pupils bring in from home each day to essentials such as lunch boxes, hats, coats, stationery and mobile phones. Bags are allowed.Pupils and teachers can take books and other shared resources home although this will be limited.Rules on hand cleaning, cleaning of the resources and rotation will apply to these resources. | Low | **Low** | **Letter sent out in August to explain this.** |
|  | Items requiring laundry | Pupils and staff | Serious | We will ensure that all items that are laundered within the school eg: towels, flannels and bedding are washed in line with guidance on cleaning in non-healthcare settings and that these items are not shared by children between washes. | Low | **Low** | **No such items** |
| 6) minimise contact between individuals and maintain social distancing wherever possible |  |
| Individual pupil medical requirements  | Pupils (or their family members) in identified groups are vulnerable to contracting Coronavirus. | Extremely clinically vulnerable pupils (shielded) | Fatal/Major |  ~~We note that most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents will be advised to speak to their child’s GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable.~~~~Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend school during the period this advice is in place.~~~~Parents of clinically extremely vulnerable children will be receiving a letter shortly confirming this advice.~~~~We will follow government guidance (30/12/20) that states that:~~~~The advice for pupils in local restriction tiers 1 to 3 who remain in the clinically extremely vulnerable group is that they should continue to attend school unless they are one of the very small number of pupils or students under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend an education setting.~~Shielding advice is in place as part of the national lockdown, and so all children still deemed clinically extremely vulnerable are advised not to attend school.Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school if they meet the vulnerable child or child of a key worker definition.https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-peopleWhere a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will offer them access to the Trust’s Home Learning Offer. We shall keep a record of, and monitor engagement with this activity but this will not be formally recorded in the attendance register.Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised. | Medium | **Low** | **A text was sent in August 2020. We have no** Extremely clinically vulnerable pupilsSend text 16.11.20 |
| Clinically vulnerable pupils | Serious | These pupils should attend school if they meet the vulnerable child or child of a key worker definition. | Low | **Low** | **ACTION: Carl to write coming back instructions: Pupils****Done** |
| Pupils living in a household with a person who is extremely clinically vulnerable. | Serious | These pupils should attend school if they meet the vulnerable child or child of a key worker definition. | Low | **Low** | **ACTION: Carl to write coming back instructions: Pupils****Done** |
| Those living in a household with a person who is clinically vulnerable. (Including pregnant) | Serious | These pupils should attend school if they meet the vulnerable child or child of a key worker definition. | Low | **Low** | **ACTION: Carl to write coming back instructions: Pupils****Done** |
| Individual staff requirements | Concerns from staff in identified work groups | Clinically extremely vulnerable(Shielding) | Fatal/ Major | ~~Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP, and may have been advised to shield in the past. Staff should talk to their employers about how they will be supported, including to work from home where possible, during the period of national restrictions.~~~~We note that individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing~~.We have taken note of government guidance (4/1/21) stating that: during the national lockdown, individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020.Staff should talk to their employers about how they will be supported, including to work from home where possible. Schools should continue to pay clinically extremely vulnerable staff on their usual terms.All other staff ~~in local restriction tier 4~~ can continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.~~All staff can continue to attend school in local restriction tiers 1, 2 and 3.~~~~Under local restriction tier 3, that are clinically extremely vulnerable staff are advised not to come into the workplace but to work from home.~~[Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)We will continue to review individual staff risk assessments as necessary~~Where CEV staff do not want to take the advice of the Trust to work from home, they will be deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.~~ | Medium | **Low** | **25.05.20****Text sent asking for staff concerned****09.0.9.20****Text sent again.****One discussion.****Text sent 16.11.20** |
| Clinically vulnerable including pregnant women | Serious | May attend work but should follow advice <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>~~(NB an individual risk assessment must be carried out for new and expectant mothers; exposure to coronavirus should be included as a potential hazard).~~~~We note that The Royal College of Obstetrics and Gynaecology (RCOG) has published~~[~~occupational health advice for employers and pregnant women~~](https://www.rcog.org.uk/globalassets/documents/guidelines/2020-08-10-occupational--health--advice--for--employers-and--pregnant-women-during-the-covid-19-pandemic.pdf)~~. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. Government advice is that employers and pregnant women should follow this advice and to continue to monitor for future updates to it.~~We have taken note of government guidance (30/12/20) as follows: Pregnant women are considered ‘clinically vulnerable’ or in some cases ‘clinically extremely vulnerable’ to coronavirus (COVID-19) and therefore require special consideration as set out in the [guidance for pregnant employees](https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees).We will carry out an individual risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). More information is available on [workplace risk assessment for vulnerable people vulnerable people working in other industries](https://www.hse.gov.uk/coronavirus/working-safely/index.htm). Information contained in the [Royal College of Obstetricians and Gynaecologists, Royal College of Midwives guidance on coronavirus (COVID-19)](https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/) in pregnancy should be used as the basis for a risk assessment.Pregnant women of any gestation should not be required to continue working if this is not supported by the risk assessment.Women who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach. Employers should ensure pregnant women are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield). | Low | **Medium** | Any staff members who are pregnant will work from home from 28 weeks. Whilst in school I will check with staff they are happy with measures.Staff reminded of this T3W1 |
| Those living in a household with a person who is extremely clinically vulnerable. | Serious | These staff members are attending work.We will follow government guidance (30/12/20) that states that:People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor. | Low | **Low** | **Text sent 09.09.20** |
| Those living in a household with a person who is clinically vulnerable. (Including pregnant) | Serious | These staff members are attending work.We will follow government guidance (30/12/20) that states that:People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor. | Low | **Low** | **Text sent 09.09.20** |
| Use of supply teachers and other temporary or peripatetic staff | Potential for the introduction of coronavirus into the school | Staff and pupils | Serious | We note that it is permissible for supply staff and other temporary works to move between schools.We will ensure that such staff follow our control measures for the prevention of coronavirus and advise them to take particular care in minimising contact with pupils as far as is practicable. All casual staff will be required to read and agree to the actions in this risk assessmentWhere possible we will endeavour to engage staff on a consistent basis. | Low | **Low** | **WE have one long term supply teacher who has attended our training.****We will use HLTAs and SLT for other cover****This doc to be sent to Cover 16.11.20** |
| Use of trainees and students | Potential for the introduction of coronavirus into the school | Staff and pupils | Serious | Trainees and students may be able to work at the school, as would usually be the case, as long as they are attached to a consistent group or bubble All trainees and students will be expected to follow our control measures to reduce the spread of coronavirus. Mixing of trainees or students across groups will be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.All trainees and students will be required to read and agree to the actions in this risk assessment ~~be kept to a minimum~~ not be permitted | Low | **Low** | **We have no trainees or students on site at present.** |
| Use of volunteers | Potential for the introduction of coronavirus into the school | Staff and pupils | Serious | Volunteers may be used to support the work of the school, as would usually be the case. All volunteers will be expected to follow our control measures to reduce the spread of coronavirus. Mixing of volunteers across groups will be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.All volunteers will be required to read and agree to the actions in this risk assessment | Low | **Low** | **We have no volunteers on site at present.** |
| Social distancing across the site | Too many people on site increases likelihood of exposure to coronavirus | Pupils and staff | Serious | We will utilise the space available within the school to maximise social distancing between all on site, children and adults alike.We have taken the following measures to reduce footfall and maintain social distancing on site including:Staggering opening and departure timesOpening up playgrounds etc, to increase opportunities for parents to wait separately.Advising parents that only one person should attend to deliver/pick up their child.Erected signage and barriers to remind those visiting the site of social distancing requirements. ~~where~~ to avoid staff working ‘across’ bubbles.(Y6 and secondary) Pupils will be advised of the appropriate entrance and exit to use. Opportunities for groups of pupils congregating on site before and after school will be minimised. | Low | **Low** | **One way systems and signs are up, as are staggered times. Fence sections have been removed to allow flow of people.****Text to remind one person to pick up/drop off to be sent 10.09.20****DONE****Repeated T2** |
| Large groups of pupils and/or adults increase the likelihood of exposure to and transmission of coronavirus | Pupils and staff | Serious | Assemblies, performances, visiting groups etc will not take place until further notice.Microsoft Teams etc may be used as an assembly replacement | Low | **Low** | **All large meetings are taking place on Teams.****T2 all meetings** |
| Grouping pupils and social distancing of pupils:**Early Years** | Exposure to infection  | Pupils and staff | Serious | We will utilise the space available within the school to maximise social distancing between all on site, children and adults alike.We will minimise the opportunities for children to mix within the setting. For instance, ensure that, where there are different rooms for different age groups, and that these groups are kept apart as far as possible.Staffing will be consistent throughout the day and week where possible (recognising that some staff will work on a part time basis).We recognise that children in the early years cannot be expected to remain 2m apart from each other and staff. In line with the control measures set out in the guidance below we will ensure:* that individual groups use the same area of the setting/school throughout the day as much as possible
* that sharing of toys and resources is reduced
* that any toys or resources that are shared can be easily cleaned between different groups’ use.

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures?utm_source=9608bad7-1794-4353-b541-6b62ca6930f8&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily>The rationale for our approach is set out below:Children in dual class bubbles. Same staff member and LSA. Same play area. Same lunch area and SMSA. | Low | **Low** | Children in two bubbles. Same staff member and LSA. Same play area. Same lunch area and SMSA.T3 children in dual class bubbles |
| Grouping pupils and social distancing of pupils: | Exposure to infection Classroom teaching **Primary** | Pupils and staff | Serious | We will utilise the space available within the school to maximise social distancing between all on site, children and adults alike.We are following government guidance as follows:<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>We will ensure pupils and staff, where possible, only mix in a small, consistent group based on the schools class structure (usually no more than 30 pupils) and that that group stays away from other people and groups. Different groups will not be mixed on the same or subsequent days. We will use the same staff each day as far as possible, allowing for job shares and PPA. Groups will use the same room or area of the school. We note the recommendation for the arrangement of classrooms with forward facing desks.Staff have been advised that they must maintain distance from pupils and other staff where possible. We will review the potential for delivering parts of the curriculum outdoors whilst maintaining separate groupings of pupils.The rationale for our approach is set out below:Children in two bubbles. Same staff member and LSA. Same play area. Same lunch area and SMSA. | Low | **Low** | Children in dual class bubbles. Same staff member and LSA. Same play area. Same lunch area and SMSA.Desks are facing forward.Staff have undergone training in June and September.PE to be taught outside whenever possible. |
| Exposure to infectionClassroom teaching **Secondary** | Pupils and staff | Serious | We are following government guidance as follows:<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>We will maintain consistent groupings of pupils. This will reduce the number of pupils and staff potentially becoming infected with coronavirus and required to self-isolate should a case occur. In our school this will be achieved as follows: School to add details here (Note the government and Trust guidance below when formulating arrangements)*Government - In secondary schools, and certainly in the older age groups at key stage 4 and key stage 5, the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended. At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in a group become ill with coronavirus (COVID-19)**Trust – Unless you deem it is possible to do so, the delivery of the curriculum, and the logistical challenges of scale in a secondary school will make it impractical to operate a group size of a class/tutor group. It is suggested that the groups for key stage 3 are likely to need to be the size of a year group and that the control measures in place will enable this to be delivered safely*We will make small adaptations to the classroom to support distancing where possible. That will include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.Different groups will be kept apart where possible and pupils will be encouraged to keep their distance within groups. Sharing social spaces and rooms will be avoided where possible.We have advised staff of the strong public health advice that secondary school staff maintain distance from their pupils, staying at the front of their class and away from their colleagues where possible. Ideally this should be at a 2m distance.We will minimise mixing for arrival, lunchtime, breaks and departure. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low riskIf there is to be rotation of rooms eg: use of a science lab or PE equipment for different groups of pupils, all resources and the room will be cleaned thoroughly between groups.We are referring to CLEAPS/DATA/ afPE guidance available for specialist areas. | NA |  |  |
| Small Group Work | Exposure to infection | Pupils and staff | Serious | We will utilise the space available within the school to maximise social distancing between all on site, children and adults alike.Where small group work is undertaken ~~where~~ to avoid staff working ‘across’ bubbles.pupils and staff members will remain 2 metres apart wherever possible. Where this is not possible, or where work is required to be undertaken in close proximity to another, additional precautions, such as the use of PPE (face masks visors, screens etc) will be deployed to reduce the risk of exposure to infection | Low | **Low** | **Horseshoe tables enable 1m plus.****Text has been sent, but will be resent 10.09.20****DONE****3 screens ordered in Term 3** |
| Curriculum delivery:Music | Increased likelihood of infection from coronavirus from playing musical instruments and singing. | Pupils and staff |  | Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.Sports whose national governing bodies have developed guidance under the principles of the government’s guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at [return to recreational team sport framework](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework).Schools should refer to the following advice:* [guidance on the phased return of sport and recreation](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation) and guidance from [Sport England](https://www.sportengland.org/how-we-can-help/coronavirus) for grassroot sport
* advice from organisations such as the [Association for Physical Education](https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf.) and the [Youth Sport Trust](https://www.youthsporttrust.org/coronavirus-support-schools)
* guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents

Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.Schools in tier 4PE, sport and physical activity provided by schools to their own pupils under their systems of control can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons.Pupils should be kept in consistent groups and sports equipment thoroughly cleaned between each use by different individual groups. Competition between different schools should not take place, in line with the local restrictions on grassroots sport.Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example, practising specific techniques, within their own system of controls. When it comes to playing team sport, schools can offer those with approved guidance listed in the DCMS return to recreational team sport framework, offering the activity in line with guidance.Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene. Where open, external facilities, including other schools’ facilities, can also be used in line with government guidance for the use of, and travel to and from, those facilities and schools’ own systems of controls | Low | **Low** | **All staff terted on 3.09.20 to sing outdoors, side by side or back to back, in small groups.****This information has been texted out.****Text sent 11.01.21** |
| Curriculum delivery:Drama and dance | Increased likelihood of infection from coronavirus | Pupils Staff | Serious | **In addition to the adherence to agreed pupil groupings particular care will be taken to maintain social distancing.****Staff will not physically correct pupils.****Lessons will be devised that do not incorporate opportunities for contact between pupils****Background or accompanying music will be kept at levels that do not encourage teachers or other performers to raise their voices unduly.****Microphones will be used to reduce the need for shouting/ raised voices. If it is necessary to share these they will be cleaned between use by individuals.** | Low | **Low** | **NA** |
|  |
|  |
| Curriculum delivery:Physical EducationVisits for prospective parents | Increased likelihood of infection from coronavirus Large groups of adults increase likelihood of exposure to and transmission of coronavirus | Pupils and staffPupils and staff | SeriousSerious | Competition between different schools should not take place, in line with the wider restrictions on grassroots sport.Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.Sports whose national governing bodies have developed guidance under the principles of the government’s guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at [return to recreational team sport framework](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework).Schools should refer to the following advice:* [guidance on the phased return of sport and recreation](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation) and guidance from [Sport England](https://www.sportengland.org/how-we-can-help/coronavirus) for grassroot sport
* advice from organisations such as the [Association for Physical Education](https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf.) and the [Youth Sport Trust](https://www.youthsporttrust.org/coronavirus-support-schools)

Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures. Competition between different schools should not take place, in line with the wider restrictions on grassroots sport.Virtual tours will be provided for prospective parents and carers.~~If it is necessary for parents and carers to visit in person, we will ensure:~~* ~~face mask masks are worn if required in line with arrangements for staff and other visitors to the school.~~
* ~~there is regular handwashing, especially before and after the visit~~
* ~~we hold visits after hours. If this is not possible, we will consider limiting visits to the outside play areas during regular hours, and ensure strict social distancing is observed~~
* ~~that the area visited is fully cleaned before reoccupation by staff and pupils.~~

~~Prior to a visit, we will ensure that parents and carers are aware:~~* ~~of the system of controls~~
* ~~how this impacts them and their responsibilities during their visit~~

~~how to maintain social distancing from staff, other visitors, and children other than those in their care~~ | LowLow | **Low****Low** | **Our sports teacher has been informed of this through this RA** |
| Staffing availability and ratios | Staffing ratios insufficient for pupil numbers and grouping arrangements. Need to consider safe levels of supervision and social distancing arrangements. | Pupils and staff | Serious | Utilise other suitably qualified members of staff within the school alongside casual staff/agency staff to cover absence. | Low | **Low** | **HT and DHT available for cover short term.****HLTAs available for long term cover.** |
| Daily variation in staffing means that the school is unable to operate safely for all groups of pupils. | Pupils and staff | Serious | Staff have been advised that they must inform Carl Hornsby as soon as possible if there are any changes in their circumstances that will affect their ability to work.Your appropriate lead to identify the Chief Executive/Chief Financial and Operating Officer if part closure is necessary due to insufficient staff available. The school will work with the Trust to put in place alternative arrangements e.g. the Trust’s home learning for any period of temporary closure.We have prepared a contingency plan to inform affected members of the school community if full or partial closure is required at short notice i.e. via ParentMail or similar | Low | **Low** | **School community will be sent text messages and email through approved systems.** |
| Emergency Evacuation and lockdown | Failure to follow procedures leads to injury or loss of life. | Pupils and staff | Serious | Measures necessary for additional ventilation of the building have been and will not compromise fire safety or site security arrangements.We have briefed staff who are aware of the measures to take in the event of an emergency evacuation or lockdown. Registers for different groups will be required.Safe evacuation/ lockdown takes priority over the maintenance of social distancing arrangements temporarily. | Low | **LOW** | **ACTION: Firedrill and lockdown first week still following 2m distancing****Fire 9.5****Lockdown 11.5****Done****To be repeated wb 14.09.10****FD done****LD wb 16.11.20****FD T2W7** |
| Arrival and departure from school | Exposure to infection from inadequate social distancing | Pupils and staff | Serious | We will review start/ finish times to keep groups of pupils apart as they arrive and finish school. This will not involve the loss of teaching time | Low | **Low** | **ACTION: Carl to write coming back instructions: Pupils****LETTERS SENT 20.05.20 and 21.05.20 and will continue over half term mask these areas.****Letters sent x2 in August.****Texts 7.01.21****All teachers have phoned all children.** |
| Circulation within the building | Exposure to infection from inadequate social distancing | Pupils and staff | Serious | We will arrange for pupils to access rooms directly from outside where possible.Circulation routes around the school have been reviewed. Where possible there are one-way circulation routes in corridors and stairways. Arrangements are in place to stagger breaktimes and lunchtimes to reduce numbers from different groups accessing circulation routes. | Med | **Medium** | **All but one room accessible from outside. (6/7)****Letter out next week****DONE** |
| Lunchtimes and break times | Exposure to infection from inadequate social distancing during preparation and serving of food (catering staff) | Pupils and staff | Serious | Our own catering staff arrangements for social distancing have been implemented. | Low | **Low** | **Staff trained on 1.09.20****Kitchen to be reviewed.** |
| Payment for food (secondary) | Pupils and staff | Serious | Whilst finger recognition systems are in use for meal payment it will be cleaned between each pupil’s use. | NA |  |  |
| Exposure to infection from inadequate social distancing: Collection of food by pupils and eating arrangements | Pupils and staff | Serious | Pupils will enter the lunch area in their existing groups.Groups to be kept apart as far as possible.We have addressed the potential for eating in classrooms and will use/use this option if necessary, as long as suitable levels of supervision can be achieved and cleaning is carried out before and after the consumption of food. | Low | **Low** | **Children enter hall in bubbles, and have a designated seating area. Assembly to explain this on teams 14.09.20** |
| Exposure to infection from inadequate social distancing: breaktimes | Pupils and staff | Serious | Outside areas can be shared but pupils will remain in their distinct groups. Different groups of pupils must not play sports or games together.Outdoor equipment will be cleaned regularly. Multiple groups of children will not use it simultaneously.Adequate arrangements have been made for staff to maintain social distancing during breaktimes | Low | Low | **ACTIONCARL****CAN PLAY EQUIPMENT BE USED WEEKLY BY A GROUP THEN CLEANED ON FRIDAY, LEFT OVER WEEKEND?****NO. CANCELLED****10.09.20 Play equipment can be used and now rotates around classes.****External area can be used by separate groups. We have enough area for each group****CLASSES KEEP THEIR OWN BOX OF KIT> CHECK IN/ CHECK OUT****DONE****Weekly timetable tells all stakeholders who is where** |
| Afterschool and Breakfast Clubs | Arrangements for infection control, social distancing etc are not practised at Breakfast and Afterschool Club thus increasing the risk of infection within the school community. | All members of the school community | Serious | During lockdown period from 5th November 2020, the following out-of-school activities (including wraparound childcare) may continue to be provided they comply with the government's broader schools' guidance and system of controls:* Any activities taking place during school hours.
* Activities which are focused on education or training. This would include individual or small group catch up, revision classes and so on.
* Activities where the primary purpose is to provide childcare so that parents or carers can work.

Breakfast clubs where the primary purpose is to provide food for vulnerable children can also continue (this is in addition to being allowed to run breakfast clubs for the purpose of providing childcare so parents can work). All other out of school activities, not being primarily used by parents for these purposes, will not operate for the duration of the national restrictions.Where permitted the Guidance for September 2020 may be found as follows:<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>Where school is the provider:Control measures re: hygiene, cleaning etc set out above will be followed. Children will remain in their year group or bubbles where possible. Otherwise we will group children in small consistent groups. .We will retain records of attendance and groupings.Multiple groups may use the same space with distancing between the groups. Here other protective measures set out within this risk assessment will be in placeIf an external provider is used on school premises:We will liaise with the external provider to ensure that they are aware of the control measures set out in our risk assessment and guidance above. We will support them in matching or exceeding the expectations set out within it.We will share information re; grouping our grouping of pupils so that these are maintained where possible.As with physical activity during the school day, contact sports should not take place. | Low | **Low** | **Hall is split into bubbles already, as it is for lunch****ACTION: Request RA****Wrap around cae postponed for financial reasons****Wrap around cae postponed indefinatelyt** |
| Public performances | Exposure to infection from inadequate social distancing. | PupilsStaffWider community | Serious | ~~We will abide by Government guidance (26 November 2020) set out below.~~ ~~Schools in local restriction tier 3: very high alert areas should not host performances with an audience. Where schools are unable to put on live performances to parents, they may wish to consider alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission.~~~~Schools in other local restriction tier areas planning an indoor or outdoor performance in front of an audience should follow the latest advice in the DCMS~~[~~performing arts guidance~~](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts)~~, implementing events in the lowest risk order as described. If planning an outdoor performance we will give particular consideration to the~~[~~guidance on delivering outdoor events~~](https://www.eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiences-safe-during-covid-19)~~.~~~~We will explore remote options to enable parents/carers to be an audience for school performances.~~~~Any indoor or outdoor performance will follow the advice set out in in the DCMS performing arts guidance, and local restrictions in place.~~[~~https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts~~](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts)~~implementing events in the lowest risk order as described.~~ ~~If planning an outdoor performance we will also give particular consideration to the guidance on delivering~~~~outdoor events.~~~~When planning any event, we will also take into consideration~~ * ~~room capacity (stage and audience)~~
* ~~Management of the audience (including arrival and departure, movement around the building, seating arrangements and use of common areas, toilet facilities)~~
* ~~Ticketing and front of house arrangements~~
* ~~Use of track and trace~~

During the national lockdown schools should not host performances with an audience. Where schools are unable to put on live performances to parents, they may wish to consider alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission.~~Government guidance (30/12/2020) is set out below.~~ ~~Schools in local restriction tier 3 and 4 areas should not host performances with an audience. Where schools are unable to put on live performances to parents, they may wish to consider alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission.~~~~Schools in other local restriction tier areas planning an indoor or outdoor~~ ~~performance in front of an audience should follow the latest advice in the DCMS~~[~~performing arts guidance~~](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts)~~, implementing events in the lowest risk order as described. If planning an outdoor performance, they should also give particular consideration to the~~[~~guidance on delivering outdoor events~~](https://www.eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiences-safe-during-covid-19)~~.~~~~We will explore remote options to enable parents/carers to be an audience for school performances.~~~~Any indoor or outdoor performance will follow the advice set out in in the DCMS performing arts guidance, and local restrictions in place. (See above)~~~~https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts~~ ~~implementing events in the lowest risk order as described.~~ ~~If planning an outdoor performance we will also give particular consideration to the guidance on delivering~~ ~~outdoor events~~ ~~.~~~~When planning any event, we will also take into consideration~~ * ~~room capacity (stage and audience)~~
* ~~Management of the audience (including arrival and departure, movement around the building, seating arrangements and use of common areas, toilet facilities)~~
* ~~Ticketing and front of house arrangements~~
* ~~Use of track and trace~~
 | Low | **Low** | **None planned.** |
| Educational visits | Exposure to infection from inadequate social distancing etc | Pupils and staff | Serious | Educational visits will not be undertaken during the national lockdown~~We note government guidance advises against domestic (UK) overnight and overseas educational visits at this stage see~~[~~coronavirus: travel guidance for educational settings~~](https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings)~~.~~~~In line with government guidance we will consider the reintroduction of non-overnight domestic educational visits. These trips will include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.).~~ ~~Our risk assessment for carrying out these visits will be carried out in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination and wider advice on visiting indoor and outdoor venues.~~ ~~We will also make use of outdoor spaces in the local area to support delivery of the curriculum if this can be carried out in line with the implementation of the protective measures outlined in this risk assessment.~~~~(See~~ [~~https://oeapng.info/downloads/download-info/4-4k-coronavirus/~~](https://oeapng.info/downloads/download-info/4-4k-coronavirus/)  | Low | **Low** | **None planned.** |
| Social distancing with other children/young people | Attendance at multiple settings (eg wrap around care or Early Years attendance at LA and private provision on different days of the week). | Pupils and staff | Serious | We have advised parents that where possible they should limit the number of settings that their child attends.We recognise that there are some circumstances where a pupil will attend multiple settings (eg: as part of provision outlined in an EHP). In these circumstances we will work with the partner setting to address any risks identified to enable us to jointly deliver a broad and balanced curriculum to the pupil in question. |  | **Low** | **Parents notified 11.06.20****Repeat 16.11.20** |
| School Reception areas | Exposure to infection from inadequate social distancing: visitors to school. | Pupils and staff | Serious | Any visitors to site are to be by appointment only. Parents have been advised that they should call the office rather than coming into school. Door entry systems to be adjusted so that visitors cannot enter the reception area where there is not a physical barrier between office staff and visitors.Signage has been erected to advise visitors of social distancing protocols.Consultations with parents/ outside agencies etc, to take place over the phone/ video conferencing where feasible. If this is not possible 2m social distancing will be observed in any consultation room and the room cleaned after use.Payments to be online/ contactless where possible. Office staff to wear gloves when handling cash.Staff signing in arrangements (review – can touch screens be cleaned between each use?).Hand sanitiser will be provided to all persons entering premises with signage to explain control measures etc. | Low | **Low** | **ACTION****CARL****Letter out****And text messages****Telephone number in entrance window, visitors call this to speak to office staff.****Takes photos of ID cards****Staff sign in board: Touch your own name only DON’T sign people in and out****All transactionis cashless****DONE. I WOULDLIKE TO REDUCE TO LOW** |
| Exposure to infection from deliveries arriving at the school. | Staff | Serious | Clear guidance for delivery drivers to be placed at the school entrance to include advising the school reception by phone of their arrival. School staff will advise the delivery driver of a safe space to leave the goods and must not come into contact with the driver.Where it is not feasible to quarantine deliveries staff must wash their hands after unpacking items and dealing with waste packaging. | Low | **Low** | **We do this** |
| Violence and aggression towards school staff causes injury and distress  | Pupils and staff | Serious | We will maintain transparency and regular contact with all members of the school community. Regular briefings/updates for all staff so that they are aware of school response to the COVID 19 virus and can communicate consistently to those who ask.Readiness to deploy the range of behaviour remedies if behaviour becomes unacceptable from warning to full banning from site/sect 547 warnings/action. |  | **Low** | **We await LSP guidance on this.****See behaviour policy****Emailed to all staff DONE** |
| Other work areas e.g. Offices | Exposure to infection from inadequate social distancing: other work areas | Staff | Serious | Where non-pupil facing staff can work from home, they should.~~There may be business reasons for allowing some non-pupil facing staff to work from home, such as the building not sufficiently allowing the control measures to be put in place. However, we are encouraging all employees, with the exception of those in the clinically extremely vulnerable group for whom individual Risk Assessments have been made, to return to work where possible to support the effective running of the school.~~ . Room capacity is adhered to.All areas are cleaned regularly, a dishwasher is available for cleaning crockery, utensils etc. No tea towels or hand towels are to be used.ICT equipment should not be shared. If this is not possible keyboards and work areas must be cleaned between use. We are continuing the opportunity for working from home for some specific elements of work e.g. PPA/leadership time etc. These arrangements will be agreed on an individual basis.Staff meetings will be held remotely; if this is not possible 2m social distancing guidance will be followed.~~Staff meetings will be held in line with the 1-metre-plus rules.~~Furniture reconfigured in staff areas to allow 2m distancing; screens between office workers etc, has been implemented. ~~Furniture will be reconfigured/adapted in staff areas to allow social distancing e.g. screens between office workers~~  | Low | **Low** | **ACTION****CARL****Letter out half term.****Remove towels etc. Paper towels are there (disposable)****Office staff opportunity to work different days.****DONE** |
| Contractors working on the premises. | Exposure to infection from inadequate social distancing/ hygiene arrangements | All | Serious | All contractors working on the premises will be required to follow control measures listed for visitors above. Where possible they will be required to visit after school hours. Contractors will remain entirely separate from the school community.For areas where there are larger scale building projects in place, contractors will remain entirely separate from the school community. |  | **Low** | **CONTRACTORS TO VISIT WEEKENDS ONLY when possibleCH TO LET IN****Handgel policy to be observed.** |
| Travelling to and from school | Risk of exposure to coronavirus whilst using dedicated school transport. | Pupils and staff | Serious | We will ensure that transport providers are aware of any changes to start and finishing times.* We note that pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a ‘one metre plus’ approach where this is not possible, will not apply from the autumn term on dedicated transport. clear information for parents and children about the arrangements that are needed for picking up and dropping off children at their home destination.

Our approach to dedicated transport will follow government guidance set out in: <https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020>Our expectations are that for dedicated transport parents and transport providers will consider:* how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school.Ensuring the same children sit together will minimise the number of contacts a child has
* use of hand sanitiser upon boarding and/or disembarking
* additional cleaning of vehicles
* organised queuing and boarding where possibleto ensure that distancing is maintained
* distancing within vehicles wherever possible
* PHE advice (update for Sept 2020) set out in:<https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020>

That children and young people over the aged 11 and over wear a face mask when travelling on dedicated school transport.We note Public health advice that staff should wear a face mask when they are unable to maintain social distancing in passenger facing roles, recognising that there will be exceptional circumstances when a staff member cannot wear a face mask, or when their task makes it sensible (based on a risk assessment) for them not to wear a face mask.We will liaise with transport providers and any relevant LA department if applicable to ensure that their drivers/escorts do not work if they have symptoms of the virus, hygiene rules are followed and appropriate distance kept between passengers. (See link above to transport guidance published on 11/08/20) (See link above to transport guidance updated 27th November 2020) | Low | **Low** | **Text confirms no pupil travels to school on public transport****Reconfirm 10.09.20**WE have children who travel on public bus. |
| Exposure to coronavirus when travelling to and from school and within wider social groupings (outside school).(Predominantly applicable to secondary pupils) | Pupils | Serious | Pupil travel arrangements have been taken into consideration in our plans for opening as follows:* We will encourage pupils to walk or cycle to school where possible.
* Reviewed numbers of pupils travelling at different times of the day and have adjusted timings of sessions to avoid peak times on public transport to reduce the likelihood of pupils mixing with each other and coming into contact with other people on the journey to and from school

Children and young people aged 11 and over must wear a face mask on public transport.We have provided clear messages to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school. We have also discussed with pupils the potential for coronavirus to spread when they socialise in groups outside school and have reminded them of the importance of following social distancing guidance in the wider community. | Low | **Low** | **Text to be sent out 10.09.20****Assembly on 14.09.20 to remind about social distancing in public.****DONE****Repeat 16.11.20** |
| Risk of exposure to coronavirus whilst using school vehicles. | Pupils and staff | Serious | School vehicles will be used for essential purposes only. Passenger numbers to be reduced to allow for social distancingWhere possible consistent allocation of driver, escort and passengers to vehicle. Hard surfaces eg: steering wheel, handbrake other controls, door handle, seatbelts etc to be cleaned after use.Vehicle users to wash hand before entering the vehicle. Sanitiser and wipes available for use within the vehicle.School safeguarding procedures to be followed re1:1 transport in school vehicles. | NA |  |  |
| Potential for increased exposure to coronavirus (and potential for introduction into the school) through staff use of public transport at peak times. | All staff | Serious | Where staff would normally use public transport to travel to work, we will discuss options to alleviate this eg: provision of parking or parking permits, or facilities such as secure cycle storage to support people to walk, run or cycle to work where possible.  | Low | **Low** | **ACTION:****CH to survey staff. Are you using public transport?**Text sent 11:05 24.05.20I have spoken to staff whom do use public transport. They understand hand washing procedure on entering building.**Facemask update 10.06 given to staff** |
| 7) where necessary, wear appropriate personal protective equipment (PPE) (A face mask is technically not PPE because they are not designed to protect the wearer from infection from coronavirus). |  |
| Use of Personal Protective Equipment (PPE)(Mainstream)8) always keeping occupied spaces well ventilatedVentilation (Open windows and doors are recommended as a means of improving air circulation within the building) | Incorrect use exacerbates the risk of further infection.Falls from height (open windows)Use of air conditioning accelerates the spread of coronavirusAdditional doors and windows are left open compromising site security/fire safety.Inadequate ventilation contributes towards the spread of coronavirus. Open windows in the winter months mean that the temperature in buildings is uncomfortable.  | Pupils and staffAll premises occupantsAll premises occupantsAll premises occupantsAll premises occupants | Fatal/MajorSeriousSeriousSeriousSerious | The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:* children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
* if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn
* Where an individual risk assessment has identified PPE as a specific control measure for you.
* ~~In areas where the transmission of the virus is high (defined as areas of national government intervention as listed on gov.uk)~~ Face  ~~mask~~ masks should be worn by adults and pupils in secondary schools, in line with [government guidelines](https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own), when moving around the school, such as in corridors and communal areas where social distancing is difficult to maintain. This relates to internal and external spaces. Face masks should be worn in primary schools, in line with [government guidelines](https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own), for all adults on site, both staff and visitors, when moving around the school, such as in corridors and communal areas where social distancing is difficult to maintain. This relates to internal and external spaces.

It may also be necessary to wear PPE if working in very close proximity to another e.g. in one to one or small group work with children, particularly if the children are normally in different groups/bubblesAny staff that wish to use PPE outside of the scenarios listed above will be provided with PPE by the school on request or permitted to use their own appropriate PPE. Staff should discuss this with their line manager.We are complying with the above and are using our local supply chains to obtain PPE. We have noted where this is not possible, and there is unmet urgent need for PPE in order to operate safely, we may approach our local resilience forum.We will ensure that, staff who are likely to have to support pupils in the circumstances identified above and potentially in the administration of some first aid have access to appropriate equipment and training in its correct use and disposal.See: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster__.pdf>Whilst taking into consideration the necessity to increase ventilation by improving air circulation within the building we have advised staff that window opening restrictors must not be removed.We have taken advice from our contractors re: the suitability of our air conditioning system for use at this time and taken the following action:The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low.You can continue using most types of air conditioning system as normal. But, if you use a centralised ventilations system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply.We have reviewed our site and identified doors that could remain open without compromising fire safety/ and or security. For high risk areas such as kitchens and boiler rooms fire doors will be kept in the closed position. Lower risk rooms such as classrooms and offices may be propped open with a removable weight or wedge. There are people present who will be tasked with removing it if the alarm goes off and at the end of the day.Door guards etc, will continue to be used to improve circulation in the building (and also reduce the need for touching the door handles).A fire drill will be run with all staff, before pupils return, to make sure everyone is clear about the importance of safely closing doors and windows, including any temporary ‘hold open’ measures as part of leaving the building.We have reviewed and updated our fire risk assessment accordinglyWe will ensure that our building is heated to a temperature whereby staff and pupils can work comfortably whilst endeavouring to ensure that there are measures in place to ensure good ventilation. This will be achieved by a variety of measures including:* mechanical ventilation systems – these will be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)
* natural ventilation – opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air
* natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)

We note the following advice from HSE:<https://www.hse.gov.uk/temperature/thermal/managers.htm> https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systemsNB Minimum workplace temperature is 16 degrees centigrade.Once the school is in operation, we will ensure it is well ventilated and a comfortable teaching environment is maintained.To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate:* opening high level windows in preference to low level to reduce draughts
* increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)
* providing flexibility to allow additional, suitable indoor clothing. Including advising staff and pupils re: the value of layering clothing.
* rearranging furniture where possible to avoid direct drafts
* Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.
 | LowLow | **Medium****Low** | We have an inset day on June 1st to train staff on use of PPE. This will be completed on Teams for ICT literate staff and in our hall, at 2m spacing for those who can’t.**PPE required from trust for first aid duties.****(May have come today)****It has.****We have PPE now and are au fait with it. I’d like to reduce to Low****PPE Text sent 10.09.20** |
| ~~Use of Personal Protective Equipment (PPE) by pupils (over the age of 11) and staff~~ ~~NB: Wearing of PPE mandatory on public transport for those over the age of 11 without health exemptions.~~ | ~~Poor processes for the removal and disposal of PPE increases the likelihood of infection from coronavirus.~~ | ~~Pupils (in Secondary schools) and staff~~ | ~~Serious~~ | ~~It is vital that that face masks are worn correctly and that clear instructions are provided to staff, children and young people on~~[~~how to put on, remove, store and dispose of face masks~~](https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own)~~in all of the circumstances above, to avoid inadvertently increasing the risks of transmission.~~~~Pupils (and staff) will be instructed not to touch the front of their face mask during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face masks in a covered bin or place reusable face masks in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Where a face mask becomes damp, it should not be worn and the face mask should be replaced carefully. Guidance on~~[~~safe working in education, childcare and children’s social care~~](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care)~~provides more advice.~~ | Removed as replace by the insertion of the wearing of face masks as number 2 in the system of control |  |  |
| ~~The layout of the school makes it particularly difficult to maintain social distancing when staff and pupils are moving around the site increasing the likelihood of infection from coronavirus~~ | ~~Pupils (in Secondary schools) and staff~~ | ~~Serious~~ | ~~Either~~~~The layout of the school enable social distancing to be maintained when staff, pupils or visitors are moving around the site~~~~Or~~~~All staff/visitors/pupils in Secondary Schools [delete as applicable] are required to wear face masks in communal areas and moving around the site.~~~~It is vital that that face masks are worn correctly and that clear instructions are provided to staff, children and young people on~~[~~how to put on, remove, store and dispose of face masks~~](https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own)~~in all of the circumstances above, to avoid inadvertently increasing the risks of transmission.~~~~Pupils (and staff) will be instructed not to touch the front of their face mask during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face masks in a covered bin or place reusable face masks in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Where a face mask becomes damp, it should not be worn and the face mask should be replaced carefully. Guidance on~~[~~safe working in education, childcare and children’s social care~~](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care)~~provides more advice.~~ | Removed as replace by the insertion of the wearing of face masks as number 2 in the system of control |  |  |
| General |  |
| Management of expectations within the school community | Anxiety within school community re: prevalence and effectiveness of infection control and social distancing measures. | All members of the school community | Serious | Our communication with parents and pupils prior to our return in September will include information about: * Arrival and departure from school and arrangements for parents to access the site
* Arrangements for infection control
* Pupil groupings
* What school day will look like
* Expectations for attendance
* Expectations for the wearing of school uniform (government guidance is that this should be worn as usual).
* The avoidance of travel to school via public transport at peak times and measures the school are taking to work with parents to alleviate this
* Expectations re: any new behaviour systems that we have put in place to support our work in infection control and social distancing
* How we are permitting/requiring the use of face masks for staff, pupils or other visitors
* What will happen if there is a case of coronavirus at the school.

We are using this as an opportunity to ensure that pupils’ emergency contact details are up to date.Government guidance for parents is available at:<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term> | Low | **Med** | **ACTION: Carl to write coming back instructions: Pupils****LETTERS SENT 20.05.20 and 21.05.20 and will continue over half term mask these areas.****More sent x2 in August****All teachers have phoned all children.****Calls to begin again wb 11.01.21** |
| Pupil wellbeing | Changing family circumstances likely to have an adverse effect of pupil’s ability to reengage with school | Pupils and staff | Serious | Contact with families has been made by school staff to ensure that they are aware of any potential issues and that relevant support is made available.Staff responsible for pupil groups have been briefed in advance and made aware of any existing support plans/ risk assessments etc, for individual pupils. Plans will be reviewed before the start of each term to ensure that pupil’s needs are met. | Low | **Low** | **Sept training on bounce back, jigsaw and well being.** |
| Anxiety re: coronavirus and constraints of new learning environmentsAnxiety from parents and young children when starting at a new early years setting | Pupils and staffPupils and community | SeriousSerious | Pupils will have been pre-warned about what to expect when they return to school.Behaviour expectations will be explained to all pupils and reinforced by all staff to support pupils in gaining an understanding that it is safe to be in school.We will explain these expectations, verbally or in writing, to parents and carers before or on arrival at our setting.Visits are suspended during lockdown period from 5th November 2020 | **Low** | **Low** | **Letters sent out twice with parents asked to explain measures to children during August** |
| School is unable to meet the needs of pupils with an EHP | Pupils  | Serious | We have reviewed our existing risk assessments of children with an EHC plan and will follow guidance set out below to tailor provision to meet the needs of individual pupils as far as possible.<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance> |  | **Medium** | **CONFIDENTIAL** |
| Inadequate understanding or enforcement of pupil behaviour expectations. | Pupils and staff | Serious | The school Behaviour Policy has been updated to include expectations re: arrangements for social distancing and movement around school; hygiene rules.Consistent methods of communication ensure that staff, pupils and parents are aware of these. | Low | **Low** | **Behaviour letter sent out twice in August. Parents asked to explain.** |
| Ineffective reintegration of young/ vulnerable pupils who have not been attending school for a number of weeks causes anxiety and distress for parents and pupils | Pupils and staff | Serious | As parents will not be able to stay with their children to support their reintegration, we will discuss arrangements on an individual basis where we anticipate difficulties in this area.We will ensure that we have a contact number for the parent so that we can call to ask them to collect their child or provide reassurance to the parent if required.  |  | **Low** | **CONFIDENTIAL** |
| Pupils behaviour escalates and presents a risk to staff and other pupils | Pupils and staff | Serious | We have identified a ‘safe spaces’ (Nurture room) for pupils who need to leave the lesson rather than having a ‘meltdown’ which could be likely after 6 months without schooling.  | Low | **Low** | **Pupils are aware of ‘Nurture room’** **Teacher reminder 10.09.20****Safe space introduced 4.01.21****DONE** |
| Staff wellbeing | Staff anxiety re: returning to work and potential exposure to the virus. | All staff | Serious | Individuals have been encouraged to discuss this with their line manager and have been signposted to the Employee Assistance Programme which provides telephone counselling and support for Mental Health and Wellbeing.HR advice is available if required.We have consulted with trade unions, via the Employee Liaison Committee, on the template risk assessment and our advice to staff.  | Low | **Med** | **ACTION: Carl to write coming back instructions: Staff****Staff are aware of arrangements via letters. CH will contact staff wb 18.05.20.**All information re councelling services on website, facebook and Twiiter.Staff meeting 10920 on this.Everything we do follows the equalities policy instinctively. |
| Staff training | Staff are not aware or do not understand the requirements for working safely.  | All staff | Serious | ~~In preparation for a full return on 1 September 2020~~ Training and written instruction has been provided re: operating procedures outlined in this risk assessment to all staff. This includes:* The importance of protecting their own wellbeing. Staff will be advised to take appropriate breaks and exercise during the school day
* What to do if they suspect that they or a member of their household has coronavirus (including testing arrangements)
* Day to day organisations and procedures including arrangements for cleaning, staff welfare facilities, travel to work
* The importance of keeping teaching groups separate during the day
* Arrangements for breaktimes and lunchtimes
* Safeguarding including the continued importance of all staff acting immediately on any safeguarding concerns and any updates to school procedures re: recording concerns, contacting DSL (or Deputy).
* Procedures to follow if they suspect that a child in their group is displaying coronavirus symptoms
* Changes to school behaviour policies
* Curriculum adaptations required re: social distancing
* Site security and fire safety including evacuation and lockdown procedures.
* How we are permitting/requiring the use of face masks for staff, pupils or other visitors
 | Low | **Low** | **16.09.20 RECAP GREY****12.01.21****ReCAP Grey** |
| Lettings | Potential for the introduction of coronavirus into the school, additional expense and possible reputational damage. | Staff, pupils and wider community | Serious | SUSPENDED FOR ALLGROUPS REQUIRED TO CEASE OPERATION FOR LOCKDOWN PERIOD (5/11/20- 2/12/20)Lettings of school facilities can happen from September subject to a written confirmation from the hirer that they have undertaken a risk assessment, that they will be Covid safe and comply with all government guidelines. In agreeing to a letting, we will ensure that we are considering carefully how such arrangements can operate within our wider protective measures and also have regard to any other relevant government guidance. For example, where opening up school leisure facilities for external use, ensuring they do so in line with government guidance on [working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities)If the area used by the letting is not cleaned before it is next used through the schools routine cleaning arrangements, an additional clean will be required to ensure that the area is safe for the school to use. Any additional cleans will be chargeable to the hirer | Low | **Low** | **Afterschool club will let our hall from T1W3****I will read their RA and oversee cleaning in the first week.****Requested 10.09.20****CH****Wrap around care not operational until after lockdown** |
| Response |  |
| 9) engage with the NHS Test and Trace process |  |
| Engagement with the NHS Track and trace Process | Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.Anxiety and dissent within the school community | Pupils and staff | Serious | Relevant staff understand the NHS Test and Trace process and how to contact their local [Public Health England health protection team](https://www.gov.uk/guidance/contacts-phe-health-protection-teams). We will ensure that staff members and parents/carers understand that they will need to be ready and willing to:* [book a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
* provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
* [self-isolate](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. Home test kits are available in school and will be offered in the exceptional circumstance that we believe an individual may have barriers to accessing testing elsewhere. .We note that it is for schools to determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils, and will therefore provide these to staff or pupils on the basis of an agreed set of criteria to be determined by the school.<https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers>We will ask parents and staff to inform us immediately of the results of a test:* if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

if someone tests positive, they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. | Low | **Low** | **Full training given on 16.9.20** |
| 10) manage confirmed cases of coronavirus (COVID-19) amongst the school community |  |
| Management of confirmed cases of coronavirus | Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.Anxiety and dissent within the school community | Pupils and staff | Serious | Records will be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test & Trace.We will take swift action if we become aware that someone who has attended has tested positive for coronavirus (COVID-19). We will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:* 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)
* proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
* travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see [section 5 of system of control](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#five) for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.We note that a template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance). They should get a test, and:* if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
* if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)

We note that schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.Further guidance is available on [testing and tracing for coronavirus (COVID-19)](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/). | Low | **Low** | **We have cards to follow should there be a concern****Staff training has been given.****NHS QR code available + signing in book.** |
| 11) contain any outbreak by following local health protection team advice |  |
| Containing any local outbreak | Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.Anxiety and dissent within the school community | Pupils and staff | Serious | We note that if schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.We note the government publication of a [temporary continuity direction](https://www.gov.uk/government/publications/remote-education-temporary-continuity-direction-explanatory-note) <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923539/Remote_Education_Temporary_Continuity_Direction_-__Explanatory_Note.pdf> which makes it clear that schools have a duty to provide remote education for state-funded, school-age children unable to attend school due to coronavirus (COVID-19). This came into effect from 22 October 2020. We have developed a Contingency Plan to ensure that the education of affected groups of pupils is maintained. This will include support in the use of the Trust’s Home Learning Offer. | Low | **Low** | **We have cards to follow should there be a concern****We are following topics in line with the Trusts home learning offer and will use this if necessary.****Teams available and in use from 3.11.20** |
| **Part 2: Maintaining educational provision in the event of a local outbreak** |  |
| Maintaining contact with pupils staying at home | Safeguarding concerns are not reported; pupil/ student is placed at risk. | All | Serious | Concerns may become apparent during interaction in the community, online communication etcAll school staff to be aware of arrangements in place for contacting school DSL/ Deputies during any full or partial closure period. | Low | **No** | **Inset day June 1st CP****DSL** **Monitors online interaction always on site****DSL to continue weekly phone calls if child is not in.** |
| E-Safety | Enhanced risks to pupils re: online safety resulting from increased internet exposure; working remotely without access to support from peer group and school | Pupils | Serious | School to provide information to parents and pupils re: online safety. Including encouraging parents to set up age-appropriate parental controls and internet filters as applicable. Also signposting to support available for reporting bullying and online abuse.School to make parents aware of sites they are asking their children to use and school staff their child will interact with.  | Low | **No** | **Sent out through all media streams numerous times** |
| E-Safety. Inappropriate staff contact with pupils/ students | Pupils | Minor to Serious | School E-Safety Polices continue to apply. Communication must only take place through school channels approved by the senior leadership team.Staff must not make informal arrangements to contact students using their own phones/ devices etc. | Low | **No** | **School contact only through approved channels** |
| Home visits | Injury or contamination of staff undertaking home visits.Vulnerable pupils/ students are ‘missed’ through lack of contact etc. | Visiting staff | Serious | Staff to follow government guidance on social distancing. Speak to families on the door step or through a window if they are self-isolating.Any home visit will be carried out by 2 members of staff subject to risk assessment associated with that home, location and family profile. School Lone Working Procedures to be followed (including the maintenance of a school contact during the visit). Where the family is self-isolating ask that the child comes to the window so that they can be seen by professionals.If phoning families we will speak to the child as well. | Low | **No**  | **Home visits not planned at present****Will take place in school from 7.09.20** |
| **PART 3: Arrangements for staff working from home e.g. during a local outbreak** |  |
| Use of display screen equipment eg: laptop, desktop etc. | Back/neck/wrist injury from poor posture and use of equipment over a prolonged period of time. | Staff working from home | Serious | We follow guidance from HSE (March 2020) as follows:For those people who are working at home, the risks associated with DSE must be controlled. This includes doing home workstation assessments.However, there is no increased risk from DSE work for those working at home very temporarily. We have provided workers with advice on completing their own basic assessment at home using: [www.hse.gov.uk/pubns/ck1.pdf](http://www.hse.gov.uk/pubns/ck1.pdf)We advise staff that there are some simple steps to be taken to reduce the risks from display screen work:* breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity
* avoiding awkward, static postures by regularly changing position
* getting up and moving or doing stretching exercises
* avoiding eye fatigue by changing focus or blinking from time to time.
 | Low | **No** |  |
| Data protection | Data breach exposes staff or students to risk of harm.Data breach is undetected. | All | Serious | All staff have received GDPR training and are aware of their responsibilities re: use and transfer of personal data.School Data Protection Policies and Procedures apply.Staff are aware of their responsibilities for reporting a data breach to relevant staff at school. Our DPO is involved if required. | Med | **Low** | **ASK:****Helen how many can do GDPR course?****10 more staff have completed course this week. Ongoing****ASK:****Has everyone done it?** |
| Workplace stress exacerbated by social isolation. | DepressionAnxiety and other forms of mental illness | Staff working from home | Serious | The importance of protecting their own wellbeing will be stressed to staff. Staff will be advised to take appropriate breaks and exercise during the school dayOpportunities are in place for regular contact from line managers and colleagues. Albeit remotely via online methods.Access to counselling services is provided through the Employee Assistance Programme. All staff have been provided with details of this for use at home. | Low | **Low** | **Frequent contact as necessary** |

***Section 3* – ACTION PLAN**

Instructions for completion

1. Any item that has a risk rating of Red or Amber in section 2 above - the right-hand risk rating column needs to be addressed in this action plan. There may be a small number of hazards where it is not possible for the school to take any further actions to reduce the risk rating below amber. In these circumstances schools need to be satisfied that they have taken all actions possible and that any further actions that would lower the risk are beyond their control. When you have completed this section, then decide and complete the box on page 2 that confirms when you will review this whole assessment. When you then review the assessment: 1. clear the review date box and 2. Move all the controls in the action plan section up into the main section to show they are now incorporated into what you do. *Now reassess and see if you can decrease the risk rating conclusions?*
2. When an item can be removed altogether (e.g. a dangerous staircase is removed) it can be deleted from section 2 but there must be a historic evidence trail (see point 4)
3. Some items are so high hazard that they will never be reduced to a risk rating lower than Medium – these must be kept in the action plan but can be marked as addressed and all being done that is reasonably practicable.
4. The original document and any changes to the Risk Assessment, over time, need to be documented for record-keeping purposes. This is especially relevant in the event of any legal claims.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| What is the **Hazard** you need to Control? (high or amber from the risk rating column above) | What **Additional Precautions** do you need to either eliminate or reduce the risk to an acceptable level. | Who is **Responsible** for implementing these controls? | **When** are these controls to be implemented (Date)? | When **Were** these controls implemented (Date)? |
| **HIGH** item 1 | ACTIONS ARE IN THE FAR RIGHT COLUMN ON RA |  |  |  |
| **HIGH** item 2 |  |  |  |  |
| **MEDIUM** item 1 |  |  |  |  |
| **MEDIUM** item 2 |  |  |  |  |
| **MEDIUM** item 3 |  |  |  |  |

**References:** Describe what standards are being applied (such as HSE Approved code of practice or Design and technology association training course guidance etc.) other supporting material. This can of course include the MAT/Establishment’s own policies and guidance. For major risk assessments notes of consultation or other discussion may also be useful.

FURTHER ACTIONS: CH and ML undergoing administration of medicine training. DONE

Medication signs up in staff room. UPDATE DONE

Catch it, kill it, Bin it **Assembly 14.09.20 Done**

Fire drill and lockdown to be held week beginning 14.09.20 DONE

Kitchen to be reviewed. Done

HALL LAYOUT: Assembly to explain this on teams 14.09.20 DONE

Request RA from afterschool club DONE

Assembly on 14.09.20 to remind about social distancing in public. DONE

* What to do if they suspect that they or a member of their household has coronavirus (including testing arrangements) STAFF MEETING DONE
* Changes to school behaviour policies STAFF MEETING DONE
* Engagement with the NHS Track and trace Process STAFF MEETING DONE

**Information to Aid the completion of the Risk Assessment format**

**Table 1: Definitions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Potential Severity of Harm** | **Meaning of the harm description** | **Likelihood of Harm** | **Meaning of likelihood** |
| **Fatal/Major Injury** | Death, major injuries or ill health causing long term disability/absence from work. | ***High (frequent)*** | Occurs repeatedly/ to be expected. |
| **Serious Injury** | Injuries or ill health causing short-term disability/absences from work (over three days absence) | ***Medium (possible)*** | Moderate chance/could occur sometimes. |
| **Minor Injury** | Injuries or ill health causing no significant long-term effects and no significant absence from work. | ***Low (unlikely)*** | Not Likely to occur |

**Table 2: Risk rating matrix: Potential severity of Harm + Likelihood of Harm = Risk rating**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **+ High (Likely)** | **+ Medium (Possible)** | **+ Low (Improbable)** |
| **Fatal/Major Injury** | **VERY HIGH Risk** | **HIGH Risk** | **MEDIUM Risk** |
| **Serious Injury** | **HIGH Risk** | **MEDIUM Risk** | **LOW Risk** |
| **Minor Injury** | **MEDIUM Risk** | **LOW Risk** | **No Significant Risk** |

**Table 3: Action required: Key to Ranking and what action to take.**

|  |  |
| --- | --- |
| **VERY HIGH Risk** | **STOP ACTIVITY! Take action to reassess the work/activity and apply reduction hierarchy before proceeding.** |
| **HIGH Risk** | **Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue.** |
| **MEDIUM Risk** | **Implement all additional precautions that are not unreasonably costly or troublesome and monitor the situation on an agreed frequency.** |
| **LOW Risk** | **Monitor and review your rolling programme.** |