

The RESET Programme in Walsall

Coronavirus (COVID-19): Risk Assessment Action Plan from 07.06.2021 In response to updated guidance 17.05.2021

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf

Barcroft Primary School

Assessment conducted by: Mrs H Knowles		Job title: School Business Manager	Covered by this assessment: Main school site, staff, also returning pupils and associated adults.
Date of review: 01.06.21	HT-Acting Head Teacher AHT-Assistant Head Teacher SENCO – Special Educational Needs Co-ordinator SG-Safeguarding Officer SBM – School business Manager OA-Office Admin SM – Site Manager	Date of next review: 21.06.2021 (or as required)	'Schools are not currently considered high risk settings when compared to other work environments' All staff attending the school setting should follow the measures set out in the system controls section of the guidance to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene and maintaining social distancing' P30 Gov guidance (Jan 2021)

The sole purpose of this risk assessment is to continue to support school, **whilst reducing the risk of coronavirus transmission.**

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).
- Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment.
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- Additional information and considerations for leaders is given in the ‘Reopening of Schools (Final)’ discussion document.
- For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents below, issued on the 11th of May 2020:
 - [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)
 - [Details on phased wider opening of schools, colleges and nurseries](#)
 - [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
 - [Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)
 - [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)
 - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf **January 2021 government update**

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern.
Risk Controls:	The measures that will be taken to minimise the risk.
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Date:	The date by which required plans for controls will be in place. To support planning, identify which controls need to be in place before pupils return to the setting.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Impact/Severity	Likelihood	Responsible person	Planned Completion Date	Line Manager Check
The school lapses in following national guidelines and advice.	M	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE. HT attends (in person or virtually) Walsall HT update meetings. Information on the school website is updated. Pupils updated via classrooms/email/text as necessary. Any change in information to be shared with Chair of Governors and passed on to parents and staff by email. <p>As a result: The school has the most recent information from the government, and this is distributed throughout the school community.</p>	L	L	HT, AHT, SBM	17.7.20 1.9.20 1.10.20 14.02.21 01.04.21 26.05.21 Ongoing	JR, HK
Poor communication with parents and other stakeholders	M	<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems. Assistant Head teacher/School Business Manager to share Risk Assessment with all staff and reviews of RA to be completed as required in line with any operational changes Individual risk assessments are shared with staff as appropriate and reviewed Parents notified of risk assessment plan and shared with parents via website. <p>As a result: All pupils and all staff working with pupils are adhering to current advice.</p>	M	L	HT, AHT, SBM	17.7.20 1.9.20 1.10.20 14.02.21 01.04.21 26.05.21 Ongoing	Letters Website Meeting notes
Lack of awareness of policies and procedures.	H	<ul style="list-style-type: none"> All staff, pupils and volunteers are aware of all relevant policies and procedures including their amendments including, but not limited to, the following: <ul style="list-style-type: none"> Health and safety policy 	M	L	HT, SBM	17.7.20 1.9.20 1.10.20 14.02.21	Emails Meetings

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		<p>September. All are informed that they must tell a member of staff if they begin to feel unwell. Reminders given as required.</p> <ul style="list-style-type: none"> • Staff made aware & guidance shared for Lateral Testing – twice weekly • Staff to test twice a week & to inform AHT/SBM immediately of lateral results to enable school to adjust staff rotas / assess contact <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>			AHT/SBM	<p>Ongoing</p> <p>17.7.20 1.9.20 14.02.21 01.04.21 26.05.21</p> <p>Ongoing</p>	
Poor hygiene practice in school.	H	<ul style="list-style-type: none"> • Posters/Behaviour guides are displayed around school (by entrances and exits, toilets, first aid room, high traffic areas) and in every classroom, reminding pupils of the hygiene practice required in school (e.g. washing hands before entering and leaving school). • Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds. • Wash hands after coughing or sneezing; catch it, bin it, kill it- wash hands. • Teachers to reiterate key messages in class-time (when appropriate) to pupils to: HANDS – FACE- SPACE <ul style="list-style-type: none"> - Cover coughs and sneezes with a tissue - Sneeze into the elbow where possible - To throw all tissues in a bin - To avoid touching eyes, nose and mouth with unwashed hands - Wash hands. • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school 	M	L	<p>SBM, SOA, OA</p> <p>All staff</p> <p>Phase leaders</p> <p>SBM, OA</p>	<p>1.6.20</p> <p>1.6.20</p> <p>1.6.20</p> <p>01.04.21</p>	

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		<p>reception area, dining hall, in classrooms, on UKS2 main doors and other key locations for staff and pupils.</p> <ul style="list-style-type: none"> • Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE’s guidance (minimise contact-consistent groups, wash hands more than normal, catch it, bin it, kill it approach, enhanced cleaning, control the virus). • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. • Antibacterial wipes are available in all classrooms, teaching areas, high traffic areas and areas such as toilets. • Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas. • Pupils and staff do not share cutlery, cups or food. Staff to bring in own cups and utensils. • All utensils are thoroughly cleaned before and after use. • Areas to be cleaned after use, for example tables used for lunchtime. • Cleaners to carry out additional cleaning and TAs to monitor this throughout the day. Door handles, doors and toilets are cleaned during the day at least two times and paper/hand towels are refilled regularly, as needed- TAs to monitor. • Ensure there is natural ventilation in the room – opening high level windows (in cooler weather windows should be opened just enough to provide constant background ventilation & opened more during breaks) • Staff are advised not to car share and cross bubbles outside of school, but adequate ventilation must be in place if this happens • Allow flexibility to allow additional clothing whilst ventilating rooms 					

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		As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.					
Ill health in school.	M	<p>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, loss of taste/ smell, and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. Posters are displayed in key locations (office, first aid room, hygiene suite)</p> <p>Appropriate PPE sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell.</p> <p>All staff are informed of the procedure in school relating to a pupil becoming unwell in school.</p> <ul style="list-style-type: none"> Any pupil who displays signs of being unwell is immediately referred to AHT/SBM/OA and taken to the Hygiene suite (only being used for those with COVID-19 symptoms). Any staff member who displays signs of being unwell immediately refers themselves to AHT/SBM and is sent home. They MUST get a test immediately and report the result to school as soon as possible (other people in the same bubble stay in school unless test result is positive). Staff ensure that any unwell pupils with symptoms other than COVID-19 are moved to an empty room/ office whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing for a child sent home with symptoms. Notify school of the test result as soon as possible. 	H	M	AHT/SBM	18.5.20 and ongoing 22.6 1.10.20 01.04.21 26.05.21	

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		<ul style="list-style-type: none"> • Pupils and staff, who have displayed symptoms in school, should be advised to be tested. If they test negative, they can return to school. See below for actions in the case of a positive test result. • If a pupil needs to go the bathroom, they should use a separate bathroom, which will be cleaned after use. • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. • If contact with a child or young person is necessary, then gloves, an apron and a face mask or goggles should be worn by the supervising adult. Wash hands immediately for a minimum of 20 seconds using the correct technique. • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. • Unwell pupils who are waiting to go home with symptoms are supervised in the hygiene suite where they can be at least two metres away from others • Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. • Ensure staff understand the procedure for self-isolating and the test required- e.g. can be booked online with NHS, test result in under 72 hours, report result to school ASAP. Complete the self-declaration form for self-isolation. In the case of a positive test result, the bubble will close. In the result of a negative result, the bubble will remain open and the staff member/ child should return to school as soon as they are able. 					

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		As a result, any member of the school community who becomes unwell is isolated quickly and appropriate action is taken to minimise the risk of infection.					
A pupil or staff member is tested and has a confirmed case of coronavirus.	H	<p>In line with government advice:</p> <ul style="list-style-type: none"> The rest of the class/group should be advised to self-isolate for 10 days even if they feel well and have no symptoms. (as per Dec update) Member of staff or pupil who tested positive to isolate for 10 days. Household to also isolate. Remote learning will be provided to those affected. Ensure school are aware of siblings, as the whole household should be isolating. The Assistant Head/ School Business Manager will contact PHE and Walsall Health Team. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action. <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>	H	M/L	AHT/SBM	17.7.20 1.9.20 01.04.21 26.05.21 Ongoing	
Poor practice leads to the spread of potential infection at the start of the school day.	H	<p>In line with government advice:</p> <ul style="list-style-type: none"> Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus. Hand washing stations available at all ground floor level entrance doors. Hand sanitiser and cleaning products available at front office and for UKS2 doors. MUST be used on Entrance/Exit to the school site 	M	L	Office staff- AHT SBM All staff	17.7.20 1.9.20 14.02.21 01.04.21 26.05.21 Ongoing	JR/HK

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		<ul style="list-style-type: none"> • Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up (see separate letter and markings re one-way system in playground) • Inform pupils and parents of their allocated times for the beginning and end of their school day (15 minute windows) • Inform pupils and their parents of the allocated entrance and exit points to school and where they should go on arrival including the one-way system around the playground- SLT and SMT to be a visible presence in helping to enforce this. • Pupils to be supervised in accessing hand-washing facilities on arrival, ensuring that pupils queue maintaining social distancing from the adults where possible as they wait for facilities. • All staff to wash hands on arrival in school. Hand sanitiser available during the day when hand washing is not possible. • Make it clear to parents and pupils that they cannot congregate at the front or back of school prior to the day beginning, as well as on the playground. • Pupils to stay with their parents on the playground before and after school; it is not to be used as a play area at these times. • Make parents and pupils aware of government recommendations with regard to transport. • Issue guidance to parents whose children walk to and from school alone. • Issue information to pupils in relation to restrictions on their movement around the site. • Sufficient supplies of hand-washing supplies provided to accommodate these procedures at the start of the day. <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>					

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<p>Poor management reduces the ability of pupils and staff to practice social distancing.</p>	<p>M</p>	<ul style="list-style-type: none"> • Leaders to identify and communicate clearly to parents and pupils the new procedures for attending school. • Classrooms organised to allow teacher to be at the front of the class where possible if they wish, as per government guidance, and for children to sit in the same place at their table, where possible. No distancing is required between children in the same bubble and these children can move around, under direction, once inside their bubble classroom. • Teachers to work alongside a child if necessary for support, not face to face. • Within the office area - 2 admin staff will use their own areas and maintain 2m social distancing where possible. Ventilation. Glass partition kept closed as much as possible between admin staff and others. • SEN office to be split in two as much as is possible to allow for distancing. No hot-desking. Window open for ventilation. • No hot-desking between SLT; each to only use their own designated space. If SMT are covering for SLT, they should use their own laptop and wipe down areas before and after use. • Pupils restricted to blocks/classrooms to minimise movement around the school as much as possible. • Timetable reviewed and refreshed, and programme communicated to teachers and staff; break time and lunch time rotas in place to allow for minimal mixing of pupils from different bubbles. Staff all understand this may need to flex or change at short notice- dynamic risk assessment will be undertaken. Staff can use the staff room but must ensure they maintain a 2m distance from others as much as possible and sit in year group bubbles. Any food/drinks can be prepared in the staff room. If this area is used, staff must ensure all surfaces touched are wiped down and all items are cleared away. 	<p>M</p>	<p>L</p>	<p>AHT SMT leads</p>	<p>17.7.20 1.9.20 01.04.21 26.05.21 Ongoing</p>	

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		<ul style="list-style-type: none"> • Teaching of lessons within classes /year groups/intervention groups, including RML/ GR. • Rotas for use of hall for PE and playground for outdoor learning/ sport. • Where possible, pupil movement to be limited to make social distancing easier and cover or intervention teachers to move between allocated classrooms. • Lunchtime: all pupils to eat in the school hall in year group bubbles and own class bubbles as much as possible to avoid unnecessary mixing of bubbles. • Toilets at lunchtime to be the same toilet as used by that class/ bubble at other times of the school day (reduce cross-transmission opportunities). <p>As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.</p>					
Insufficient staff to operate classes	M	<ul style="list-style-type: none"> • Leaders to ensure that they have a complete list of vulnerable adults for their school. • Protocols for staff to inform leaders if they need to self-isolate clearly in place. • Parents aware that classroom bubbles will have to close if a member of staff (or a pupil) tests positive. • TAs aware that in the short term, in an unexpected circumstance, they could be asked to cover a class, for example while a teacher is waiting for test results. • Staff aware that they MUST have a test if claiming to have symptoms, and must notify school as soon as any result is received. 	H	L	AHT, SBM	17.7.20 1.9.20 01.04.21 26.05.21 Ongoing	

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		<ul style="list-style-type: none"> Supply staff might be used to cover a long-term absence, for example 10 days isolation. This will be agreed with the agency to be the same person for the duration. <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>					
Pupil movement between lesson, at break time and lunchtime increases the risk of infection.	M	<ul style="list-style-type: none"> Staggered starts in place for break time and lunchtime. 1 lunchtime supervisor per class/ year group bubble for consistency and in order to minimise adult contact. TAs may need to support lunchtime operation in their year group- to have their lunch break afterwards. All areas to be disinfected at the start or end of lunch times. Allocated outdoor areas and/ or resources for pupils to be identified for break time. Use of the trim trail and pirate ship is restricted- weekly rota in place NO bikes/ scooters at this time on KS2. One-way circulation in place on playground for access into/ exit from school, including entry/ exit from the dining hall. Sharing of play equipment will be minimised- sets for each classroom/ year group to use. Where equipment is shared, e.g. to deliver a PE lesson, it must be cleaned after use and stored correctly. Pupils to be supervised in washing hands before and after lunch. Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness (Walsall council risk assessment also in place). <p>As a result, the risk of infection during unstructured time is reduced.</p>	H	M/L	AHT, SBM	17.7.20 1.9.20 01.04.21 26.05.21 Ongoing	

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Spread of infection in classrooms/shared areas.	M	<ul style="list-style-type: none"> • All unnecessary items to be removed from classrooms and learning environments and stored elsewhere. • Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible (EYFS will operate differently due to the need for groups and child-led play/ learning- separate risk assessment in place). However, if it is to maximise learning, children in the same bubble can move around the classroom and work as a pair. • Children to be seated side by side, facing forwards or allocated same table/seat where possible. • Tissues and hand sanitiser to be located in each classroom/learning space. • Bins to be emptied at least daily in classrooms. • Contact with communal surfaces, such as door handles etc. to be minimised. Doors to be kept open. Antibacterial cleaner/ sanitiser provided for cleaning handles and contact-areas. • Windows to be opened to provide ventilation. As temperatures drop, ventilate rooms as much as possible, but take care not to allow the internal temperature to drop too low. Windows and external doors could be kept open at break time and lunch playtime to ventilate the room. Pupils permitted to wear an extra layer or their coat. • Pupils to be provided with their own equipment where practicable, e.g. pencil, ruler, colouring pencils etc. - frequently used equipment. These resources could be shared by the neighbouring child in the bubble classroom. • Classroom based resources to be used and shared within the bubble; these should be cleaned regularly along with frequently touched surfaces. Reading/library books can go home. Pupils will wash hands before and after going into the library. Books will be kept 48 hours before going back into circulation. Teachers can 	H	L	AHT, SBM	17.7.20 1.9.20 14.02.21 01.04.21 26.05.21 Ongoing	

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		<p>take books home to mark as required- wash hands before and after.</p> <ul style="list-style-type: none"> • Lobby area to be used for access by staff to the office as much as possible- a glass shield is in place to prevent spread of infection. • Parents have been told not to access the school in person wherever possible. Anyone choosing to do so on unnecessary business will be asked to leave and contact via telephone or email. There is, however, a glass shield in place to prevent infection from outside to the office staff if parents do arrive at the reception- this is to remain closed where possible. • Only one family group at a time in the foyer area- signage in place to ask people to wait, and staff will also issue this request in person. • Shared teaching resources (such as science equipment) to be cleaned prior to and after use. The use of practical equipment in PE, Science, DT etc. to be minimised and shared out into the bubbles where possible to avoid sharing of it across bubbles. If possible, rotate equipment to allow it to be left unused and out of reach for a period of 48 hours (or as many as possible) between use by different bubbles. • Pupils/staff to clean IT equipment (esp. keyboards) with anti-bacterial wipes/ cleaning spray before and after each use • Shared telephone handsets to be cleaned with anti-bacterial wipes/ cleaning spray before and after each use. In the front office areas, one staff member only per telephone where possible. • Face to face meetings can go ahead as long as room is ventilated and kept within 15 min time frame when possible and 2m apart. Monday evening inset meetings via Teams where possible but can be face to face ensuring social distancing. • Phase meetings to be minimal and online where possible. 					

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		<ul style="list-style-type: none"> • If a meeting does take place, ensure that the surfaces are wiped down afterwards, e.g. desks. • Government guidance is for the use of staff rooms to be minimal –PPA to be taken at home. • Staffroom space can be used during lunch providing social distancing is adhered to. Staff are advised to only use facilities if needed. Hand sanitiser or antibacterial spray/ wipes to be in place at photocopiers/shared keyboards/telephones etc. • No sharing by staff of utensils or food, which is not separately wrapped. • Any food items such as sweets etc. for birthdays can be shared out by staff but NOT pupils, but must be individually wrapped. • Any outdoor play equipment in use should be cleaned frequently (see extra risk assessment). • Pupils bring limited equipment into school each day- essentials only, e.g. lunchbox, hats, coats, books where needed (reading) • Pupils to wear PE kit to school on PE days – parents to be advised • Pupils and teachers can take books home, although unnecessary sharing should be avoided. Rules on hand washing and cleaning of the resources apply. • Where library books are taken home, quarantine for 48 hours before returning to the library shelf (large box available in both KS1 and KS2 library). <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>					
Poor practice leads to the spread of potential infection at	M	<ul style="list-style-type: none"> • Issue information to parents about departure procedures, including safe pick-up. • Parents are advised to wear a mask on the school playground. 	M	M	AHT/SBM	17.7.20 1.9.20 1.10.20 01.04.21	

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the end of the school day.		<ul style="list-style-type: none"> • Inform pupils and parents of their allocated times for the end of their school day, times will be 15 minute windows. • Inform pupils and parents of the allocated exit points and pick up points. Markings refreshed on gates and pathways. • Make it clear to parents and pupils that they cannot congregate at the front or rear of school prior to the end of the school day. If waiting to collect pupils, parents are to remain in cars if they have arrived early and park safely. • Parents encouraged not to congregate on the playground once they have collected their child. • Children to stay with their grown up, not to run around; the playground is not to be used as a play area at this time of day. • Make parents and pupils aware of government recommendations with regard to transport. • Provide guidance to parents on pupils walking home alone (not congregating with friends- parents need appropriate degree of trust). • Pupils and teachers can take books and other shared resources home, avoiding unnecessary sharing. Hand cleaning and cleaning of the resources should be in place. • Outdoor play equipment to be closed at the start/end of the day so that pupils are not tempted to use this on their arrival to school/on way home. <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>				26.05.21 Ongoing	
Poor pupil behaviour increases the risk of the spread of infection.	M	<ul style="list-style-type: none"> • Pupils are reminded of the behaviour policy on their return to school and as often as required. Amendments to this have been made in line with the coronavirus changes to schooling and in 	M	L	Phase leaders SLT	17.7.20 1.9.20 01.04.21 26.05.21	

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		<p>recognition of the amount of time, some pupils have been away from school, also in light of the changes to KCSIE.</p> <ul style="list-style-type: none"> Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy temporarily adjusted. Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary. Pupils with EHCP in place who have behaviour needs have an individual risk assessment in place and agreed between SENDCo and parents. Parents to be informed that pupils exhibiting very difficult behaviour may at this time have to be collected and taken home. (behaviour policy updated) <p>As a result, pupils understand the behaviour policy in context.</p>				Ongoing	
Pupils with complex needs are not adequately prepared for a return to school or safely supported	M	<ul style="list-style-type: none"> Pupils have an individual risk assessment in place, which is agreed by LA, SENDCo and parents, and shared with the child as appropriate. Return to school transition plan was in place and all appropriate parties were informed (child, parents, staff, outside agencies)- these all went well. Leaders and staff should regularly review individual pupils' handling plans, including the use of PPE. Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy) Advice from school nurse on intimate care needs and appropriate training for staff 	M	L	SENCO, AHT SGO	17.7.20 1.9.20 01.04.21 26.05.21 Ongoing	

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		<ul style="list-style-type: none"> • Review individual plans where close proximity is expected e.g. nappies • Plans should be understood, shared and followed consistently by all staff working with those pupils • Prepare additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and pupils prior to pupils returning to school. • Inform parents throughout- maintain excellent communication. <p>As a result, pupils with complex needs are well supported.</p>					
Vulnerable pupils and pupils with SEND do not receive appropriate support.	M	<ul style="list-style-type: none"> • Appropriate planning in place to support the mental health of pupils. • Online wellbeing/register checks for pupils working from home. • Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. • Safeguarding lead, SENCo and SLT to meet parents of vulnerable children to make a plan for work around supporting the whole family, not only the pupil • Timetable to allow for flexibility in SLT and safeguarding lead to be available as needed by pupils. • Support for parents showing anxiety regarding their children returning to school. • Amend policies as appropriate in changing situation • Support for safeguarding lead as needed following dealing with any difficult cases. <p>As a result, pupils with SEND and those concerned about returning to school are supported.</p>	H	L	SENCO, SGO Class teachers	By 29.5 and assess 26.05.21 ongoing	

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Increased number of safeguarding concerns reported following lockdown.	M/H	<ul style="list-style-type: none"> Safeguarding provision is in place to support returning children. Wellbeing sessions. Ensure that key staff (DSL & Deputies) have capacity to deal with arising concerns. Support for pupils and parents Support for staff dealing with a child concern/ issue If referrals made by staff, these are followed up appropriately and swiftly and social distancing practice maintained. Amend safeguarding policies appropriately to manage the current changes and updates to KCSIE <p>As a result, safeguarding remains of the highest priority and practice</p>	H	M/H	SGO, AHT All staff	17.7.20 1.9.20 01.04.21 26.05.21 Ongoing	
Emergency evacuation due to fire etc.	M	<ul style="list-style-type: none"> Lockdown, fire and emergency evacuation procedures have been reviewed so that social distancing can be maintained. Shared with all staff and Elite H&S. Leaders to communicate procedures to all staff Staff to communicate emergency evacuation procedures to pupils at the beginning of each day. A fire drill, applying social distancing from other bubbles to take place at the earliest opportunity (there have been 3 throughout lockdown period to take into account changes up to 6.7.20. A further one took place 24.9.2020 to include new staff and pupils and again on 13.01.21) First aid emergency- isolate the person needing first aid where possible. Call 999 for support. Preservation of life comes before all else in this incidence, SLT to be on the scene, all other staff and pupils (and parents where relevant) to remain at a distance. Guidance to be followed on giving mouth-to-mouth https://www.resus.org.uk/media/statements/resuscitation- 	H	L	AHT, SBM, Admin staff	17.7.20 1.9.20 01.04.21 26.05.21 Ongoing	

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Impact/Severity	Likelihood	Responsible person	Planned Completion Date	Line Manager Check
		<p>council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p> <p>Resuscitation Council UK Guidelines 2015 state “If you are untrained or unable to do rescue breaths, give chest compression-only CPR (i.e. continuous compressions at a rate of at least 100–120 min-1)”.</p> <p>Because of the heightened awareness of the possibility that the victim may have COVID-19, Resuscitation Council UK offers this advice:</p> <ul style="list-style-type: none"> • Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient’s mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives. • Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999. • If there is a perceived risk of infection, rescuers should place a cloth/towel over the victim’s mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast. • Early use of a defibrillator significantly increases the person’s chances of survival and does not increase risk of infection. • If the rescuer has access to any form of personal protective equipment (PPE) this should be worn. 					

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Impact/Severity	Likelihood	Responsible person	Planned Completion Date	Line Manager Check
		<ul style="list-style-type: none"> • After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser. <p>Paediatric advice</p> <p>We are aware that paediatric cardiac arrest is unlikely to be caused by a cardiac problem and is more likely to be a respiratory one, making ventilations crucial to the child's chances of survival. However, for those not trained in paediatric resuscitation, the most important thing is to act quickly to ensure the child gets the treatment they need in the critical situation.</p> <p>For out-of-hospital cardiac arrest, the importance of calling an ambulance and taking immediate action cannot be stressed highly enough. If a child is not breathing normally and no actions are taken, their heart will stop and full cardiac arrest will occur. Therefore, if there is any doubt about what to do, this statement should be used.</p> <p>It is likely that the child/infant having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.</p>					

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Impact/Severity	Likelihood	Responsible person	Planned Completion Date	Line Manager Check
		As a result, social distancing is maintained in the event of an emergency evacuation.					
Poor hygiene practice in office spaces increases the risk of infection.	M	<ul style="list-style-type: none"> For administrative staff, start and end times for work are staggered to support social distancing. Tissues/sanitiser/ wipes to be placed in office locations. Staff to wash hands in line with government advice on arrival and departure, as well as after handling equipment Everyone is responsible for wiping down own desk/place of work before and after use. No hot-desking where possible Clean shared telephones/ keyboards after use Not to share drinks or food, or crockery and cutlery equipment. Staff to report any toilet incidents– particularly if a cubicle/ toilet requires immediate cleaning. Cleaning provisions at hand /PPE for staff to support. <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	M	L	AHT, SBM	17.7.20 1.9.20 14.02.21 01.04.21 26.05.1 Ongoing	Also own office staff Risk Assessment completed
Poor hygiene practice at school entrance/reception increases the risk of infection.	M	<ul style="list-style-type: none"> Clear signage in place re social distancing Barriers/screens to be used by office staff when dealing with any parents/contractors/visitors. Any touched areas wiped down including signing in screen. Parents politely discouraged from visiting the school. Rearrange furniture in reception lobby to facilitate social distancing. Separate risk assessment in place for pre-arranged visitors, and guidance followed. 	M/H	L	SBM, SOA, OA AHT	17.7.20 1.9.20 01.04.21 26.05.21 Ongoing	Own Risk Assessment in place

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Impact/Severity	Likelihood	Responsible person	Planned Completion Date	Line Manager Check
		<ul style="list-style-type: none"> Visitors/ children not to wait in the reception area for long periods of time when possible (no more than 15 minutes where possible). A record to be kept of all visitors with sufficient detail to support contact tracing if req by NHS track & Trace Only one family group at a time in the foyer area- ask next visitor to wait outside until there is space in the foyer. <p>As a result, office staff are protected.</p>					
Cleaning is not sufficiently comprehensive.	H	<ul style="list-style-type: none"> Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening, and are reviewed and checked at the end of each week. A nominated member of staff (HK) monitors the standards of cleaning in school and identifies any additional cleaning measures- daily walk round checks. Schedule of jobs to complete in place and daily cleaning chart to be signed when completed. Additional time planned in during the day for staff to clean regularly used areas (sinks, doorways, desks). Cleaning is to take place more frequently throughout the day – ensuring resources/ work areas are wiped down in-between teaching sessions. Whilst pupils are at break time/lunchtime, TA/ lunchtime supervisor to clean tables/door handles with a disinfectant spray whenever possible. Gloves to be worn during this and hands washed afterwards. Disposable gloves/wipes/sprays/ hand sanitiser next to photocopiers/printers etc. Cleaners to act upon guidance normally linked to ‘deep cleans’ as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the EY, etc) – pupils to clean IT 	H	M	SBM, OA AHT All staff	17.7.20 1.9.20 01.04.21 26.05.21 Ongoing	Cleaning staff and site staff risk assessment also in place from LA

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Impact/Severity	Likelihood	Responsible person	Planned Completion Date	Line Manager Check
		<p>equipment (esp. keyboards) with anti-bacterial wipes after use. Separate Council risk assessment in place.</p> <p>As a result, high standards of cleanliness are maintained in school.</p>					
Contractors, deliveries and visitors increase the risk of infection	M	<ul style="list-style-type: none"> • All contractors/ visitors to be checked to ensure that they are essential prior to entry to school. • When signing in on Inventory, information gathered regarding health and symptoms. • Risk assessment and school procedures to be shared with contractors/ visitors before arrival at site, and again on entry to the school. • Contractors/ visitors not to attend the site if they are feeling unwell and displaying any symptoms of corona virus. • Contractors/ visitors to come onto site/leave site at staggered times so as not to have contact with pupils or staff where possible. • All contractors/visitors to wash hands prior to entry/on-exiting school site and use sanitiser. • All contractors to be accompanied by caretaker, Keith Turner, and to therefore be on site under his supervision (7-10:30am, 2:30-6pm) unless essential work linked to the safe operation of school. • All visitors to be accompanied by a member of staff and pre-arranged, where possible outside of teaching hours. • Visitors who work with children (speech and language etc.) to complete risk assessment with their organisation as well as with school before commencing work with a pupil. Regular checks on distancing and hygiene measures in place. Parents aware of the visit. 	M	L	SOA, OA, SBM, SM	<p>17.7.20 1.9.20 01.04.21 26.05.21</p> <p>Ongoing</p>	RA available in file for contractors

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Impact/Severity	Likelihood	Responsible person	Planned Completion Date	Line Manager Check
		<ul style="list-style-type: none"> • Additional hand-washing facilities made available to contractors and visitors and these are separate to facilities used by staff and children. • Any contractors who feel unwell on site to report TO SBM or AHT and leave the site immediately. Advice from PHE sought. • All areas in which contractors work are cleaned in line with government guidance. • Contractors to bring own food/drink and all utensils onto site. • Staff who receive deliveries to the school to wash hands in line with government guidance after handling. • Where possible, delivery drivers to leave post/parcels and packages in a safe location without coming into contact with staff or pupils. Drivers not to enter school premises when making deliveries. • If it is unavoidable and drivers must enter the school site, they are advised to follow most up to date government advice on social distancing. Drivers to hand wash/sanitise hands before entering school buildings. Surfaces to be cleaned after the deliveries have been made. <p>As a result, any external visitors/contractors are kept safe and the risk to other members of the school is minimised.</p>					
Staff and parent interaction	M	<ul style="list-style-type: none"> • Reduced face-to-face meetings to take place where possible; use of Teams on Microsoft or Zoom as well as emails and Twitter pages or telephone calls. • If a meeting must be done in person between members of staff, carry this out in the hall or open space to allow for safe distancing measures and where possible ensure the meeting is less than 15 minutes, well-ventilated area, social distancing maintained and use of PPE as required. 	M	M/L	AHT/SBM All staff to remind	17.7.20 1.9.20 14.02.21 01.04.21 26.05.21 Ongoing	

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Impact/Severity	Likelihood	Responsible person	Planned Completion Date	Line Manager Check
		<ul style="list-style-type: none"> Parents have been told not to come to the school office unless on essential business Parents have been told not to approach the classroom doors and that staff will not be engaging in conversations on classroom doors as previously Year group email addresses are set up for ease of contact Work and assemblies will be shared on year group Twitter pages Homework will be set via Google classroom 					
Lack of effective ventilation	H	<ul style="list-style-type: none"> Ensure windows are open (monitor temperature during colder months) Ensure classroom doors are open internally, and externally in hot weather/ when appropriate Shared office areas to be ventilated & avoid closed doors Plan more opportunities for outdoor learning where possible to allow children to work in a very well ventilated space. A child with SEND needs individual risk assessment and we must consider the workspace they are used to using may not now be suitable due to no windows- this needs to be part of the separate risk assessment for EHCP pupils. 	H/M	L	AHT, SBM Classroom staff	17.7.20 1.9.20 01.04.21 26.05.21 Ongoing	

Useful links:

- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- Prevention and control- <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>

- Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
 - Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
 - SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
 - Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
 - Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
 - Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
 - Pupils' mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress> Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
 - Parents with pupils with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
 - Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
 - Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
 - Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
 - Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
 - Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
 - PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
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- Public health England <https://www.gov.uk/government/organisations/public-health-england>
 - NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
 - Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
 - DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
 - A detailed checklist and key guidance for action for health and safety is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
 - Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>