

School/Academy:	Rise Park Primary & Nursery School	Date of assessment	September 2020
Who might be harmed?	Pupils, staff, visitors and contractors	How many are affected?	Whole School
Reference: "Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19) ..."			
Guidance for full opening - schools (1st October 2020)			
Decision based on the risk assessment below:	Date applies to:	Decision summary	Notes
	01.09.20	For Y1 and Y2 to share toilets at play time and lunch time.	Decision made to change location of Y1 toilets at playtime and lunch time due to previous location and unsuitability.
	03.09.20	For playtime equipment to be staggered: Y3 & 4 AM and Y5 & 6 PM	Prevention of cross-contamination.
	09.09.20	For staff to wear face coverings in the staffroom once lunch has been eaten	If staff choose to stay in the staffroom (which is on a rota) after they have eaten their lunch, face masks must be worn and social distancing adhered. This includes staff within their own bubble.
	16.09.20	No external providers for music lessons outside of curriculum provision.	
	05.10.20	Morning staggered opening reduced from 8:40-9:10am to 8:40-9:00am.	Parents and carers informed on the 1 st October and new starts began on the 5 th October. Discussion with staff revealed vast majority of children in school by 8:55am so the decision was made to reduce the morning time by 10 minutes.
	06.10.20	All staff to wear face coverings in all shared areas. The only exemptions are when they are in their classroom or completing PPA with their 'bubble' team.	Due to increase in cases in Nottingham, additional safety measures introduced. Staff informed via a virtual briefing on 07.10.20 to begin on 08.10.20.
	30.10.20	Book looks will be undertaken as normal.	Books will be taken from the classroom by the subject lead who will have washed their hands before touching them. Books will be returned and will not be used by the specific child / children for 48 hours. Work that the children have done will then be put in after the 48-hour period.

	06.11.20	Natural ventilation in cooler weather.	Windows to be opened wider while spaces are unoccupied increasing the ventilation (e.g. between classes, during break and lunch, when a room is unused).		
	06.11.20	Additional clothing for pupils.	To balance the need for increased ventilation while maintaining a comfortable temperature a letter has been sent to parents to inform them they can wear warm clothes under uniform i.e. polo neck / long sleeved shirt. Staff informed via e-mail on 9.11.20.		
Hazard Aspect	Possible control measures		✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
Communication					
Staff	• This completed risk assessment is shared with staff. Signatures are obtained.		✓	Signatures obtained on 23-24.07.20.	L
	• Staff are encouraged to give regular feedback on the effectiveness of these control measures and plans, share suggestions and the identify additional touch points.		✓	Monday 20th July – initial risk assessment shared with deadline of 22 nd July for suggestions. Final risk assessment shared.	
Parents/carers, pupils and visitors	• The relevant control measures from this risk assessment are communicated to parents, carers, pupils and visitors. This includes for children old enough not touch staff and their peers where possible. Signage is installed wherever necessary as a reminder.		✓	Final risk assessment communicated to parents on the website on 28.08.20.	L
	• If possible a pdf version of this completed risk assessment published on the school's website to provide transparency of approach to parents, carers and pupils. (Do not include names where any personal details are recorded).		✓	Redacted version shared on the website 28.08.20.	
Employer	• This completed risk assessment is shared with the employer following approval by the school's Governing Body.		✓	Completed risk assessment shared with NST Approval not needed by the Governing Body – information from the Clerk given on 16.07.20 at full governors' meeting.	L
Trade Unions	• This completed risk assessment is shared with the recognised Trade Unions following approval by the school's Governing Body. (Do not include names where any personal details are recorded).		✓	Completed risk assessment sent to all unions	L

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Contracting / transmitting Covid-19				
Preventing symptomatic persons attending school	<ul style="list-style-type: none"> Pupils, parents / carers and any visitors, such as suppliers, are informed not to enter the school if they are displaying any symptoms of coronavirus: <ul style="list-style-type: none"> a new, continuous cough or a high temperature or has a loss of, or change in, their normal sense of taste or smell (anosmia) PHE Campaign posters are available here.	✓	PHE Campaign posters displayed around school and shared via the newsletter and on the school website.	L
	<ul style="list-style-type: none"> For noting: In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus. 	✓	Consultation will take place with the HT before a decision is made.	
Reducing the number of persons on site	<ul style="list-style-type: none"> Following the reduction in the prevalence of coronavirus and relaxation of shielding measures from 1 August most staff are expected to attend school. It remains the case that wider government policy advises those who can work from home to do so. This will not be applicable to most school staff, but where a role may be conducive to home working for example, some administrative roles, school leaders have considered what is feasible and appropriate. 	✓	All relevant staff back in school and individual needs following appropriate advice.	M
	<ul style="list-style-type: none"> Contractors undertaking statutory testing and emergency and routine repairs are permitted on site. They are advised to arrange visits outside of the school day where possible and avoid arriving and leaving site during pupil pick up and drop off times. The number and duration of face to face contacts with adults is 	✓	Prior visits risk assessed and agreed in advance.	

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	limited as far as possible (e.g. 15 minutes). 2 metre social distancing protocols are followed.			
	<ul style="list-style-type: none"> Supply teachers, peripatetic teachers and/or other temporary staff can move between schools, but are kept to the minimum. They ensure they minimise contact and maintain as much distance as possible from other staff. The number of groups taught and locations worked in are minimised to reduce the number of contacts made. Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual. 	✓	Any external agencies adhere to social distancing. KS1 Annex to be used as a base for any external agencies. KS1 toilet to be used.	
	<ul style="list-style-type: none"> The School's coronavirus safety principles are communicated to essential visitors such as contractors, other non-school based services, external coaches, clubs and organisations for curricular and extra-curricular activities prior to any proposed visit. A dialogue is undertaken where necessary between the school and visitors regarding the schedule of the visit including the rooms to be visited and any points of discussion around social distancing and hygiene. 	✓	Coronavirus safety checklist to be communicated to all visitors. Confirmation of reading the checklist will be actioned on the electronic inventory. If visitors visit on consecutive days, they will need to sign the checklist every day. A record will be kept of all checklists for 21 days then destroyed.	
	<ul style="list-style-type: none"> Parents/carers are informed that if their child needs to be accompanied to the school, only one parent/carer should attend if possible. 	✓	Sent out on the letter week beginning the 20 th July and the first newsletter in September.	
	<ul style="list-style-type: none"> Conversations with parent/carers are held on the telephone wherever possible. Parents/carers are informed not to enter the school building unless they have a pre-arranged appointment. The 2-metre social distancing rule applies to these meetings and kept as short as possible (e.g. 15 minutes). 	✓	Sent out on the letter week beginning the 20 th July and the first newsletter in September.	
	<ul style="list-style-type: none"> Non-essential visitors are asked remain away from site. In determining whether the visitor is essential consider whether the meeting can be undertaken remotely, whether there are any other health and safety, financial or other significant implications of not 	✓	Decision made by head teacher and business manager.	

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	undertaking the visit.			
	<ul style="list-style-type: none"> Governor meetings held virtually if possible. Any Governor meetings held in school are undertaken following social distancing protocols. Governor monitoring visits are undertaken virtually if possible. 	✓	All meetings will be held virtually in the Autumn Term.	
	<ul style="list-style-type: none"> If planning an indoor or outdoor face-to-face performance in front of a live audience, the schools follows the latest advice in the DCMS performing arts guidance, implementing events in the lowest risk order as described. If planning an outdoor performance the school gives particular consideration to the guidance on delivering outdoor events. 	✓	Christmas plays adapted with further information TBC.	
Persons at higher risk of becoming seriously ill	<ul style="list-style-type: none"> Staff and pupils in the “clinically extremely vulnerable” categories have been identified. Note that research is being undertaken by PHE following reports that deaths among black, Asian and minority ethnic (BAME) groups are disproportionately high. A report by Public Health England found that other things might also mean persons are more likely to get seriously ill from coronavirus. These include: <ul style="list-style-type: none"> age – the risk increases as you get older being a man where in the country you live – the risk is higher in poorer areas being born outside of the UK or Ireland 	✓	Individual risk assessments updated and staff consulted.	M
	<ul style="list-style-type: none"> Guidance is strictly followed for “clinically extremely vulnerable” groups of staff: They can return to work from 1 August as long as they maintain social distancing. School leaders are flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. Individual risk assessments have been completed which detail these control measures. 	✓		

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	<ul style="list-style-type: none"> Guidance is strictly followed for “clinically extremely vulnerable” groups of pupils. The following information has been shared with parents/carers of children who are currently in the clinically extremely vulnerable category: “Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). More advice is available from the Royal College of Paediatrics and Child Health.” Individual risk assessments have been completed where necessary. 	✓	Inclusion Lead to liaise with relevant families and discuss appropriate strategies for September.	
	<ul style="list-style-type: none"> Staff in the clinically vulnerable and BAME categories have been individually reminded to observe social distancing where possible and follow good hand hygiene. 	✓		
School Visits	<ul style="list-style-type: none"> Domestic (UK) overnight and overseas educational visits are not organised. Non-overnight domestic educational visits are undertaken in line with protective measures, such as keeping children within their consistent group, and the coronavirus secure measures in place at the destination. 	✓	No overnight educational visits.	L
	<ul style="list-style-type: none"> External sport facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. 	✓	No out of school competitions to be held.	
Undertaking CPR	<ul style="list-style-type: none"> The following information has been shared with school first aiders: Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm 	✓	First Aiders to reread guidance. Signatures obtained to say they have read the guidance.	L
Persons becoming symptomatic whilst in	<ul style="list-style-type: none"> * If anyone in the school becomes unwell with: * a new, continuous cough 	✓	Locations where pupils could be isolated: KS1 Annex will be the isolation bay.	L

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school	<ul style="list-style-type: none"> * or a high temperature * or has a loss of, or change in, their normal sense of taste or smell (anosmia) * they must: * be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus. * Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. 		Select staff in charge of keeping the room replenished with appropriate PPE equipment. Disabled toilet in KS1 hall will be the designated toilet. Pupils to leave via the KS1 Hall door.	
	<ul style="list-style-type: none"> • PPE is available in the event that someone becomes symptomatic on site and if a distance of 2 metres cannot be maintained: <ul style="list-style-type: none"> ○ a face mask ○ disposable gloves and an apron if contact is necessary ○ eye protection if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting. 	✓	PPE available in the isolation bay. PPE guidance displayed in isolation Bay.	
	<ul style="list-style-type: none"> • If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. 	✓	Site team to clean the affected area and the toilet immediately afterwards.	
	<ul style="list-style-type: none"> • Records of persons with symptoms consistent with coronavirus are kept (ref: tracker). 	✓	The office have a spreadsheet and keep a track of children/adults with symptoms and confirmed cases as well as Test and Trace information.	L

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Test and Trace	<ul style="list-style-type: none"> The latest NHS/PHE test and trace information has been shared with staff and parents. In particular, parents are encouraged to get tests for their children if they develop symptoms. Posters are available here. 	✓	Shared in letter to parents on 21.07.20. Link put under the COV-ID 19 section of the website. Reminder sent in October newsletter.	L
	<ul style="list-style-type: none"> The school understands the purpose of the school's own home test kits, has decided who makes the decision to offer the kit when they have a stock and by what criteria: "You should only offer a home test kit to individuals who have developed symptoms while at school (or to their parent or carer if it is a pupil) in the exceptional circumstance that you believe they may have barriers to accessing a test elsewhere, and that giving them a home test kit directly will therefore significantly increase the likelihood of them getting tested." Note that to book a test at a centre they will need their own transport (or walk). To book either a test at a centre or to request a home test kit access to the internet and mobile phone is required, or by telephoning NHS on 119. 	✓	HT to make the final decision on if a kit is given.	
	<ul style="list-style-type: none"> Swift action is taken when you become aware that someone who has attended school has tested positive for coronavirus by contacting PHE East Midlands Health Protection: 0344 2254 524 The School's employer (LA or Trust) should also be contacted. (See symptom summary chart). 	✓	PHE to be called immediately. NST called afterwards.	
	<ul style="list-style-type: none"> Staff and parent telephone numbers are checked for accuracy. 	✓	New OV4 form completed in September 2020. Staff to check their phones numbers with the office. All staff	
	<ul style="list-style-type: none"> Contact details, are kept of all other visitors to the school, including where possible, personal phone numbers. 	✓	Coronavirus safety checklist to include asking for personal mobile numbers.	
	<ul style="list-style-type: none"> Ongoing records are kept of: <ul style="list-style-type: none"> The names of pupils in the bubbles and members of staff who have accessed them. Any close contact that takes places between children and staff in 	✓	Staff list and PPA timetables kept in the office for reference. No contact between children and staff in different bubbles apart from staff in specific job roles.	

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	different bubbles. These details may be required at short notice outside the regular school day to enable the school to inform individuals to immediately self-isolate.			
	<ul style="list-style-type: none"> For noting: In the event that a pupil or member of staff reports symptoms, the rest of the bubble can continue to attend school awaiting the result of the test (apart from any siblings who are in, or not in, the same bubble who must also self-isolate with the rest of their household). 	✓		
Hygiene – General	<ul style="list-style-type: none"> * Correct handwashing and good hygiene are followed by staff, pupils, visitors and contractors. Pupils wash their hands at the designated times during the day and after certain activities: <ul style="list-style-type: none"> ○ On arrival at school ○ After breaks and sport activities ○ Early Years: after using wheeled bikes, trikes and other large, movable toys ○ Before cooking and eating ○ After sneezing or coughing ○ After using the toilet ○ Before leaving for home <p>Note: Electric hand dryers may be used in schools</p>	✓	<p>Site staff responsible for maintaining supplies of soap and hand sanitiser.</p> <p>Teachers in classrooms use sinks outside classroom and outside the toilets as points for the children to regularly wash their hands.</p> <p>Staff to regularly use soap and water and refill able hand sanitiser bottles have been provided.</p> <p>Hand sanitiser by the sign-in system for visitors to use. All staff to use hand sanitiser after singing in and out.</p>	M
	<ul style="list-style-type: none"> * A process is in place for removing face coverings when pupils and staff who use them arrive at school. Pupils are instructed not to touch the front of their face covering 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 coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. 	✓	<p>Shared with staff.</p> <p>Staff to ensure that any child that arrived wearing a face mask washes their hands first, then removes the mask and then washes their hands again.</p> <p>Temporary face covers can be disposed of in the pedal bins.</p>	
	<ul style="list-style-type: none"> * For noting: School uniforms do not need to be cleaned any more often than 	✓		

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	usual, nor do they need to be cleaned using methods which are different from normal.			
	<ul style="list-style-type: none"> * Posters are displayed in every classroom to be used, at the main entrance or front office, in places visible to those at the school gate if possible, in the staffroom and in all toilets and reminders given to pupils. <p>Particular pupil groups are encouraged where possible not to touch their faces or to put objects in their mouths.</p>	✓		
	<ul style="list-style-type: none"> Adequate soap / hand sanitizer and tissues are available for pupils and staff throughout the school and for visitors arriving at main reception. Soap and water is the preferred choice; hand sanitizer is used when the use of soap and water is not practical. <p>Identified children are supervised with their use of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes are used as an alternative.</p>	✓	Staff to inform Inclusion Lead if there are any children with complex needs regarding hand washing.	
	<ul style="list-style-type: none"> Arrangements for dealing with bodily fluids are in place. The risk assessment has been completed and appropriate disposal procedures are in place. 	✓	All bodily fluids double bagged and disposed of in the yellow bin in the car park. Risk assessment kept in the office.	
	<ul style="list-style-type: none"> The best choice of bins for used tissues is a lidded bin with a pedal as you will not need to physically touch the bin lid and the tissues will be safely stored. <p>Lidded swing top type bins will require the person disposing of the tissue to touch the lid, potentially contaminating it. Although that person disposing the tissue should wash their hands afterwards, the next person to use the bin who is disposing general waste may not wash their hands afterwards and potentially contaminate their hands. Therefore if these are used then they should be only for the disposal of tissues and labelled as such perhaps with a reminder to wash their hands afterwards.</p> <p>Bins without lids shouldn't be used for tissues but can be used for</p>	✓	Pedal bins for all classrooms.	

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	general waste and/or paper towels used to dry hands after washing them. Site staff / cleaners wash their hands after emptying the bins.			
	<ul style="list-style-type: none"> Schools that have not had a lengthy closure: A full deep clean of the premises should not be necessary unless it has been required by Public Health England. However, all touch surfaces should be given priority for cleaning, as should have been the case during the partial opening. 	✓	No lengthy closure.	
	<ul style="list-style-type: none"> Sufficient ongoing enhanced cleaning in areas occupied by staff and pupils. (Areas that have not been not occupied and secured prior to the reopening fully do not need cleaning for infection control purposes). A list of touch points and surfaces that will receive regular cleaning has been created. These will include door handles, WC flush handles, WC vanity surfaces, taps, push plates, dining tables, door and gate entry systems, photocopier control panels, banisters, chairs, light switches. Frequently touched surfaces and touch points are cleaned using sanitizing chemicals. The frequency of necessary cleaning has been identified. More frequent cleaning is required of rooms / shared areas that are used by different groups. Note: By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings (including schools) to advise on general cleaning. 	✓	Checklist with points to be cleaned regularly signed and copies kept in the office.	
	<ul style="list-style-type: none"> Wherever possible contactless payments are accepted on site rather than cash. In the event that this isn't possible, office staff should wash or sanitise their hands immediately after handling any coins. 	✓	Communicated to parents and carers.	
Hygiene – Classroom group bubble	<ul style="list-style-type: none"> Soft furnishings, soft toys and toys that are hard or impossible to clean (such as play dough or those with intricate parts) have been removed from use in rooms which more than one bubble group 	✓		L

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	uses.			
	<ul style="list-style-type: none"> Unnecessary items are removed from classrooms and other learning environments where there is space to store it elsewhere as this reduces the amount of cleaning required. 	✓	Boxes of books and plastic boxes with lids are the only items to be left out.	
	<ul style="list-style-type: none"> Teaching staff may wish to clean articles or areas within the classroom during the school day e.g. books after being touched by pupils, touch points within their class, e.g. in the event a pupil has dropped a used tissue on a table: It is safest that teaching staff use sanitising wipes for this purpose. If other cleaning chemicals are used then additional COSHH risk assessments, training and PPE may be required. These chemicals should be purchased in the dilution ready for use, kept in the original bottles and stored securely within the classroom. 	✓	Sanitising wipes provided for all classrooms.	
	<ul style="list-style-type: none"> Teachers wash or sanitise their hands before and after handling pupils' books. 	✓	Individual hand sanitiser bottles given to staff.	
	<ul style="list-style-type: none"> Activities are avoided which involve passing items around a class where it does not contribute to pupil education and development. The sharing of books, other resources and equipment is avoided where possible. Staff and pupils have their own pencils and pens, which are not shared. Consider labelling items with pupils' names. 	✓	Children to have their own stationery kept in their trays if needed (Pencil, pen, ruler, rubber, pritt stick, scissors, crayons and felt tips). Letter sent to parents suggesting that pupils may bring in their own crayons and felt tips to keep in school if they wish.	
	<ul style="list-style-type: none"> Shared materials such as books and games and surfaces are cleaned and sanitised more frequently. Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities are washed before and after use. 	✓	Zip lock laundry bags used to EYFS to clean plastic equipment. Staff responsible for cleaning materials used in the classrooms.	
	<ul style="list-style-type: none"> Resources that are shared between bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. 	✓	It is the staff's responsibility to ensure shared resources are cleaned before and after use. Sport's specialist's responsibility to clean the PE equipment.	
	<ul style="list-style-type: none"> Pupils limit the amount of equipment they bring into school each 	✓	Water bottles are encouraged and kept on the	

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	day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.		desks. Children are responsible for the filling and cleaning of the bottles. Children are allowed to come into school in their own PE kit on PE day.	
	<ul style="list-style-type: none"> The amount of shared resources that are taken home are limited. 	✓	Only reading books to be sent home and put back into a box in the classroom. Books to be put back on shelves 3 days after. Book changing timetable: Monday: Y1, Y3 and Y6. F2 to have their own selection of books in their classrooms. Wednesday: Y4 Thursday: Y2 Friday: Y5 Children on lower reading book bands found in KS1 in KS2 to have a selection of banded books for children to choose from. TA to change selection regularly.	
	<ul style="list-style-type: none"> Ensure that reusable drinking cups are not shared between pupils. Consider replacing reusable drinking cups with disposable cups. 	✓	Disposable drinking cups kept on teacher's desk.	
	<ul style="list-style-type: none"> Guidance is followed with any proposed singing in schools. 	✓	No indoor singing	
	<ul style="list-style-type: none"> Children and staff are encouraged to flush toilets with the lid down to avoid the possibility of an aerosol. Where there are toilets without lids in nurseries a temporary cover is placed over the toilet when staff have to flush nursery toilets. 	✓	Toilets with lids in Nursery installed in August 2020.	
PPE (Reference)	<ul style="list-style-type: none"> Adequate necessary Personal Protective Equipment (PPE) is available for cleaning tasks, personal care, first aid and certain medical procedures. 	✓	Instruction provided to all staff on previous risk assessment. PPE putting on and removal guidance will be displayed in the isolation bay. No children currently in school with complex medical needs.	L

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	<ul style="list-style-type: none"> • Training and instruction have been provided for the putting on, removing and disposal of PPE. • Risk assessments in place for medical procedures have been reviewed in light of the pandemic (contact the medical professional who created or assisted with the creation of the risk assessment) and in particular noting whether any additional PPE is necessary. • Aerosol generating procedures (AGPs): Within education settings these are only undertaken for a very small number of children with complex medical needs, such as those receiving tracheostomy care. Staff performing AGPs in these settings follow Public Health England's personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE which is: <ul style="list-style-type: none"> ○ a FFP2/3 respirator ○ gloves ○ a long-sleeved fluid repellent gown ○ eye protection • For noting: Routine wearing of face coverings is not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. 			
Face coverings (Face coverings are instead largely intended to protect others, not the wearer, against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission)	<ul style="list-style-type: none"> • The Head Teacher has determined whether to ask staff or visitors to wear, or agree to them wearing face coverings in circumstances where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms. • Note that some individuals are exempt from wearing face coverings. • (Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the 	✓	Face coverings to be used for visitors at all times unless working directly 1:1 with a child. Guitar and music teacher to wear face masks. Staff to wear face masks in the staffroom if they choose to stay in there after eating their lunch. Now changed as of 08.10.20 to include all shared areas. Student teachers to wear face masks unless they are on placement within school and to follow protocol for all staff.	L

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of virus that causes coronavirus infection)	classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided).			
	<ul style="list-style-type: none"> In the event that the Head Teacher recommends face coverings in circumstances identified above and where staff or visitors are struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, a small contingency supply available to meet such needs. 	✓	Spare masks kept in the office if needed.	
	<ul style="list-style-type: none"> Instructions are displayed / provided for wearers of face coverings of the correct way– available as a list here and an infographic here 	✓	Signage in the KS1 annex displayed and in the office.	
Reducing number of touchpoints	<ul style="list-style-type: none"> Touchpoints are reduced by propping open non-fire doors. Fire doors can only be held open throughout the school day with dedicated automatic closing devices. 	✓	Auto-release fire doors for the office, photocopier room and staffroom off KS2 Hall. The office and photocopier room auto- release fire doors were installed on 21.07.20	L
	<ul style="list-style-type: none"> Only use touch screen signing in systems if it can be ensured that only the bar code reader is used or hands are sanitised straight afterward after touching and the screens are cleaned on a regular basis at appropriate times. 	✓	Hand sanitiser next to the signing-on screen. Touch screen is on the cleaning checklist.	
	<ul style="list-style-type: none"> Consider whether drinking fountains need to be taken out of action. 	N/A	None on site	
Site to site visits	<ul style="list-style-type: none"> Staff who travel from school to another site during work hours for work purposes (i.e. not the commute) on public transport have been provided surgical face masks or the following information: https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering 	✓	Disposable masks kept in the office for staff to collect.	L
Contracting / transmitting Covid-19 – including the “Bubble” Model				
Parents and pupils travelling to school	<ul style="list-style-type: none"> Parents/carers and pupils are encouraged to walk or cycle to the school where possible. 	✓		L

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Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
			the classroom and dinners in the KS1/KS2 hall. (Y2 at 12:30pm) Tables to be cleaned in-between by midday supervisors.	
Foyer / Reception	<ul style="list-style-type: none"> Consider marking the ground directly outside the front entrance with tape or temporary paint at 2 metre intervals and display instructional signage. 	✓	Already in place from previous risk assessment.	L
	<ul style="list-style-type: none"> Consider marking the floor of the foyer with tape at 2 metre intervals, and in doing so identify how many individuals (or pairs of individuals from the same household) can safely be present in the foyer at any one time. Instructional signage is displayed. Office staff to only allow this identified number into the foyer in at any one time – the front entrance door will need to be on the door entry control system if installed. 	✓	One person/family in the foyer at a time at the allocated tape on the floor.	
	<ul style="list-style-type: none"> Existing reception screens are kept in the closed position wherever possible. Floor markings are installed if screens are not in place and there is no other barrier preventing the visitor approaching 2 metres from the receptionist. (Note that 1 metre distance is acceptable where screens are fitted) 	✓	Reception screens kept in a closed position and 1 metre distance is observed. If screens are open, 2 metre distancing to be observed.	
Office (Reference)	<ul style="list-style-type: none"> Consider splitting administration staff with staff working from home on alternate days. For larger teams fixing these splits (cohorting), so that where contact is unavoidable, this happens between the same individuals. 	✓	Alternative space of the meeting room to be used as an office space.	L
	<ul style="list-style-type: none"> The office layout has been examined such that workstations that are usable at the same time (i.e. 2 metres apart) have been identified. If the proposed workstations are closer than 2 metres (but at least 1 metre) and the office activity needs to continue in this manner, all the following actions must be undertaken where possible to reduce the risk: 	✓	Markings on the floor indicate where staff should stand if they wish to speak to the office. Communication with office staff will be through email unless it is absolutely necessary to speak face-to-face. Side-to side working will be used with 2 metre	

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	<ul style="list-style-type: none">○ Further increasing the frequency of hand washing and surface cleaning.○ Keeping the activity time involved as short as possible.○ Using screens or barriers to separate people from each other.○ Using back-to-back or side-to-side working (rather than face to-face).		distancing in place. Communal filing system behind the office door to put letters and notes in to avoid longer contact in the office.	
	<ul style="list-style-type: none">● Hot desks are avoided where possible. Where not possible, workstations are cleaned in between use.	✓	Designated desks given to office staff.	
Meeting rooms	<ul style="list-style-type: none">● Remote working tools (Teams, Zoom, Meet) are used to avoid in-person meetings where possible.	✓	Staff meetings held virtually.	L
	<ul style="list-style-type: none">● Only absolutely necessary participants physically attend meetings and they maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable).	✓	Each meeting will be assessed for the risk and decision made.	
	<ul style="list-style-type: none">● Pens, documents and other objects are not shared.	✓	Staff to have their own stationery which is normal practice.	
	<ul style="list-style-type: none">● Hand sanitiser is provided in meeting rooms.	✓	No Meetings to be held in school unless necessary and hand sanitiser and well-ventilated room used.	
	<ul style="list-style-type: none">● Meetings are held outdoors or in well-ventilated rooms whenever possible.	✓		
	<ul style="list-style-type: none">● For areas where regular meetings take place, floor signage is used to help people maintain social distancing.	✓		
Staff room	<ul style="list-style-type: none">● Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day. Staff can continue to use the staff room if they apply social distancing measures:<ul style="list-style-type: none">○ Identify seating that can be used 2 metres apart. Back to back seating is preferred. Tape off other seating.○ Stagger staff breaktimes○ Instruct staff not to congregate at the kitchen area.	✓	Staff to take lunch breaks when the children are eating. 12:00pm – Y1, 3 and 5 12:25pm – Y2, 4 and 6. 11:45am – F1 lunch 12:15pm – F2 lunch	L
	<ul style="list-style-type: none">● Notices promoting hand hygiene and social distancing are visibly placed in the staff room.	✓		

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Corridors	<ul style="list-style-type: none"> Movement around the school site is kept to a minimum. 	✓	Movement around the inside of school will just be for lunch time provision and any nurture groups.	L
	<ul style="list-style-type: none"> Consider one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors. 	✓	One-way system in KS2 and the KS2 hall completed at all times.	
Classrooms	<ul style="list-style-type: none"> Small adaptations are made to the classroom to support distancing where possible. This include: <ul style="list-style-type: none"> seating pupils side by side and facing forwards, rather than face to face or side on. moving unnecessary furniture out of classrooms to make more space if necessary. 	✓	Sides to be kept clear apart from books and key equipment that is kept in plastic boxes with lids on. Pupils from Y1-6 sat in rows.	L
	<ul style="list-style-type: none"> Ideally, adults maintain a 2-metre distance from each other, and from children. They avoid close face to face contact and minimise time spent within 1 metre of anyone. This will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support are provided as normal. This is not likely to be possible with younger children however teachers can still work across groups if that is needed to enable a full educational offer. 	✓	Staff to maintain social distancing when teaching.	
	<ul style="list-style-type: none"> All teachers and other staff can operate across different classes in order to facilitate the delivery of the school timetable. (Note that in the event that a member of staff develops coronavirus symptoms and tests positive then their close contacts across all these bubble groups may need to be sent home to self-isolate). 	✓	Only specific staff to move between bubbles.	
	<ul style="list-style-type: none"> DfE recommend that groups the size of a full class are implemented in primary schools. (If class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized 'bubbles') 	✓	Year group bubbles implemented due to staffing and sharing of the cloakroom and toilet.	

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	<ul style="list-style-type: none"> The bubble groups (pupils) do not mix with other bubble groups throughout the school day as much as possible. Mixing into wider groups for specialist teaching is allowed. 	✓	No mixing anticipated at all.	
	<ul style="list-style-type: none"> Classrooms are accessed directly from outside where possible. 	✓		
	<ul style="list-style-type: none"> Pupils occupy the same classroom throughout the school day where possible. Where different groups of pupils use the same classroom at different times, the area is cleaned adequately in between their occupancy. 	✓	No changing of classrooms unless for lunchtime provision.	
	<ul style="list-style-type: none"> * Pupils who routinely attend more than one setting on a part time basis have been identified and additional measures put in place as necessary. 	N/A		
Lunchtime arrangements	<ul style="list-style-type: none"> A range of measures are considered and implemented to reduce the risk of transmission and contamination: <ul style="list-style-type: none"> Lunches are served and eaten within the bubble classroom Several lunch sittings are organised. The hall is zoned such that two or more groups may use it at the same time, with timings staggered so that different bubbles are not queuing whilst waiting to be served at the same time. Separate waste stations are provided. Social distancing between bubbles can be encouraged with the following measures: folding hall partition dividers, freestanding screens or floor markings. The ability of pupils to follow the social distancing rules has been taken into account within these measures. Midday Supervisors are allocated to the lowest number of consistent bubble groups. Note: as per the rest of the school day, social distancing is not required within the bubble group at lunch. Suitable cleaning for infection control purposes is undertaken between any bubble groups usage of a space (mandatory). 	✓	One midday from each year group to assist the packed lunches in the classroom. Children who have dinners will be in the hall. They will leave to go outside through their own classrooms so that all they year group go out together. Own toilets will be used at lunch times. The halls on zoned into two groups with timing staggered (see below). Tables cleaned before, between and after sittings. Separate waste stations set up for each bubble and the waste is removed after each bubble. F2: dinners in KS1 hall at 11:45am Y1: dinners in KS1 hall at 12:00pm Y2: dinners in KS1 hall at 12:30pm Y3 & 5: dinners in the KS2 hall at 12:00pm Y4 & 6: dinners in the KS2 hall at 12:25pm Children with a packed lunch will eat in a year group classroom at the same time as the dinner slots.	L
Curriculum: Science & DT	<ul style="list-style-type: none"> CLEAPSS guides are followed as necessary: <ul style="list-style-type: none"> P110 Practical activities in a bubble 	✓	Specialist music tutor will have their own risk assessment to share with school. LG and year	L

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	<ul style="list-style-type: none"> ○ P104 Managing hands-on activities in schools in locally locked down areas ● P112 Practical activities for children in locally locked down areas. 		4 team to create an action plan of organisation of year 4 guitars and cleaning on guitars.	
Curriculum: School sport	<ul style="list-style-type: none"> ● Outdoor sports are prioritised where possible, and large indoor spaces used where it is not. Contact sports are avoided. The school only provides team sports on the list available at return to recreational team sport framework. ● Activities such as active miles, making break times and lessons active and encouraging active travel help to enable pupils to be physically active while encouraging physical distancing. 	✓	<p>Outdoor PE only. PE equipment cleaned by sport's specialist.</p> <p>If it is raining, small group PE will take place in the school hall. Class will be split into half with sport's specialist in one hall and the class teacher in the other hall. TA to be with sport's specialist. All windows to be opened.</p> <p>Sherriff's Challenge (running the daily mile) will be completed by Reception-Y6 throughout the week.</p>	L
	<ul style="list-style-type: none"> ● Distancing is maximised between pupils as much as possible during all activities. 	✓		
	<ul style="list-style-type: none"> ● Pupils are kept within their bubble groups. Multiple bubble groups may use outdoor space at the same time providing they is a significant distance from each other at all times and equipment is not shared. 	✓		
	<ul style="list-style-type: none"> ● Scrupulous attention is paid towards cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. ● Sports equipment thoroughly cleaned (or kept in quarantine for 72 hours) between each use by different individual groups. 	✓	Sport's specialist's responsibility.	
Curriculum: Music, dance and drama	<ul style="list-style-type: none"> ● The school understands that singing, wind and brass instrument playing can be undertaken in line with DfE and other guidance but studies have also indicated that it is the cumulative aerosol transmission from both those performing in and attending events is likely to create risk. 	✓	No singing to take place unless in small groups outside	L
	<ul style="list-style-type: none"> ● Particular care is taken in music, dance and drama lessons to observe social distancing where possible. This may limit group activity in these subjects in terms of numbers in each group. It will also prevent physical 	✓	Charanga music scheme used by the school has adapted provision in Autumn 1 regarding singing.	

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	correction by teachers and contact between pupils in dance and drama.			
	<ul style="list-style-type: none"> Any background or accompanying music is kept to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, microphones are used to reduce the need for shouting or prolonged periods of loud speaking or singing. 	✓		
	<ul style="list-style-type: none"> Any background or accompanying music is kept to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, microphones are used to reduce the need for shouting or prolonged periods of loud speaking or singing. 	✓		
	<ul style="list-style-type: none"> Playing instruments and singing in groups take place outdoors wherever possible. 	✓	Y4 music provision is the use of guitars. Hall space to be used. External risk assessment has been sought and agreed upon and shared with Y4 staff.	
	<ul style="list-style-type: none"> Singing, wind and brass playing do not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences*) and strict social distancing can be maintained. Teachers do not provide physical correction. In the smaller groups where these activities can take place, pupils are either: <ul style="list-style-type: none"> Positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Wind and brass players are positioned so that the air from their instrument does not blow into another player. Otherwise a 2 metre social distancing must be maintained. * This may be impossible to measure. 	✓	No recorder lessons or guitar lessons in year 5 to take place.	
	<ul style="list-style-type: none"> Shared equipment is avoided wherever possible. Name labels on equipment have been considered to help identify the designated user. Handling of music scores, parts and scripts is limited to the individual using them. If instruments and equipment have to be shared, they are disinfected regularly. 	✓	Risk assessment has been received and agreed. Music co-ordinator to meet with the music teacher to discuss school and external risk assessment. One class per term using the guitars so no sharing of instruments. Hand washing before and after use. Music teacher to wear a mask.	

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	<ul style="list-style-type: none"> Increased handwashing is undertaken before and after handling equipment, especially if being used by more than one person. 			
	<ul style="list-style-type: none"> The number of suppliers when hiring instruments and equipment is limited. Hired equipment, tools or other equipment is cleaned on arrival and before first use. 	✓	One class per term will be using the guitars.	
	<ul style="list-style-type: none"> Music lessons in private homes: If there is no viable alternative, they can resume, following the same guidelines, and additionally following the government guidance for working in homes, and the guidance for out-of-school provision. 	N/A		
School hall	<ul style="list-style-type: none"> Large gatherings such as assemblies or collective worship with more than one bubble group are avoided. 	✓	No assemblies held in the hall and to be held in the classrooms.	L
	<ul style="list-style-type: none"> Halls, dining areas and internal and external sports facilities for exercise may be used by single bubble groups with adequate cleaning between the groups. 	✓	No after school clubs until after October half-term.	
Pupil toilets	<ul style="list-style-type: none"> Wherever possible, individual groups of pupils (the bubble) are allocated their own toilets. This ideally would be their own toilet block. Alternatively, a set of cubicles and sinks could be divided into two where two classrooms share a single block and signage displayed (consider maturity of pupils in following these rules). However, different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. 	✓	Toilets are allocated for each year group and these will be used at play times and lunch times as well.	L
Playground and school field	<ul style="list-style-type: none"> The school makes use of outdoor spaces to support delivery of the curriculum – outdoor education can limit transmission and more easily allow for distance between pupils and staff. 	✓		L
	<ul style="list-style-type: none"> The use of play equipment is examined, ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. 	✓	Bubbles to have their own play equipment that is cleaned. No gym equipment.	
	<ul style="list-style-type: none"> Pupils playing outside are encouraged to undertake non-touch activities wherever possible. Groups of pupils do not mix. 	✓		

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Site	<ul style="list-style-type: none"> The risk of air conditioning spreading coronavirus is extremely low: If you use a centralised ventilation system that removes and circulates air to different rooms, it is recommended that you turn off recirculation and use a fresh air supply. You do not need to adjust other types of air conditioning systems. If you're unsure, speak to your heating ventilation and air conditioning (HVAC) engineers or advisers. 	✓	No air conditioning in the nursery.	L
	<ul style="list-style-type: none"> Good ventilation is encouraged to help reduce the risk of spreading coronavirus. Fans may be used when windows and/or doors are opened to encourage air changes. 	✓	Windows constantly kept open in classrooms and corridors and shutter doors kept open.	
Breakfast and After School Clubs (Reference)	<ul style="list-style-type: none"> Breakfast clubs are resumed where possible to ensure vulnerable children have a healthy breakfast and are ready to focus on their lessons, provide enrichment activities, and also support working parents. 	✓	Breakfast Club open at the usual time – no intervention children to attend. One staff member to sign the children in at the main entrance. Children go to year group bubbles and TA/breakfast club staff member serves the children cereal and fruit. Children who attend morning intervention will not be given a free breakfast in the Autumn Term. If these children are already in Breakfast Club, they can still attend and then go to intervention.	L
	<ul style="list-style-type: none"> Schools keep children within their day bubbles where possible in these clubs. If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups. 	✓		
Hiring out the school facilities	<ul style="list-style-type: none"> Risk assessments / covid-safe procedures are requested from external bodies or organisations such as external coaches or after-school or holiday clubs. In doing so, the schools should ensure that they complement the school's risk assessment measures and they have had due regard to any other relevant government guidance. 	N/A	No hiring out of school facilities	L

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Operational issues				
Availability of staff	<ul style="list-style-type: none"> School leaders have discussed leave arrangements with staff before the end of the summer term to inform planning for the autumn term in particular referencing that travel to some countries require a quarantine for 14 days on their return. The school considers the impact where staff travel abroad, their return travel arrangements are disrupted due to factors arising beyond their control in relation to coronavirus, such as the potential for reinstatement of lockdown measures in the place they are visiting. 	✓	Staff to inform the head teacher by the 22.7.20 if they had a holiday booked pre-COV-ID 19 that they still attend to go on which requires a 14 day quarantine which impacts in the Autumn Term 2020.	L
	<ul style="list-style-type: none"> Where it is not possible to avoid a member of staff having to quarantine during term time, school leaders consider if it is possible to temporarily amend working arrangements to enable them to work from home. 	✓		
	<ul style="list-style-type: none"> Trained staff are available to support pupil personal needs e.g. <ul style="list-style-type: none"> lifting, use of hoists intimate care managing medical needs including medicines 	N/A		
	<ul style="list-style-type: none"> Sufficient Physical Intervention trained staff are on site (see "other issues" below) 	✓		
Supervision	<ul style="list-style-type: none"> Supervision ratios are met (for identified individual pupils) 	✓		
First Aid	<ul style="list-style-type: none"> Adequate number of first aiders (FAW / EFAW) are on site. 	✓		
	<ul style="list-style-type: none"> Adequate number of paediatric first aiders are on site. 	✓		
Medication	<ul style="list-style-type: none"> Necessary pupil medication has been returned to school. 	✓	All inhalers in school by 04.09.20 Specific medical equipment to be in school on the first day back.	
Catering	<ul style="list-style-type: none"> Assurance has been obtained that the school's catering provider complies with the guidance for food businesses on coronavirus. 	✓		

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Site Health and Safety Concerns (General)				
Legionella	<ul style="list-style-type: none"> Rarely used outlets have been identified taking into account current usage of taps. 	✓		
Fire Procedures	<ul style="list-style-type: none"> A fire drill has been organised for early in the school year. 	✓	To be held week beginning 31.08.20	L
	<ul style="list-style-type: none"> No changes are required to the fire evacuation procedures apart from the assembly point is organised with 2 metre social distancing between the bubble groups. (Social distancing is not <i>required</i> during the evacuation between anyone and between members of the same bubble group at the assembly point). 	✓		
Various site tasks	<ul style="list-style-type: none"> Specific site management tasks are undertaken after re-opening following a lengthy closure*. 	N/A	No lengthy closure.	L
Personal Health and Safety Concerns (General)				
Pupil Behaviour (Reference)	<ul style="list-style-type: none"> The school behaviour policy has been updated to reflect the new rules and routines, setting clear, reasonable and proportionate expectations of pupil behaviour. These have been communicated to staff, pupils and parents/carers. The consequences for poor behaviour and deliberately breaking the rules and how they will enforce those rules including any sanctions have been set out clearly at the earliest opportunity. This is particularly the case when considering restrictions on movement within school and new hygiene rules (see also SEND section below). 	✓	Behaviour appendix created in response to wider opening amended and shared with all on 28.08.20. Staff to share it with the children on the first day back on 01.09.20.	L
	<ul style="list-style-type: none"> The school will work with those pupils who may struggle to reengage in school and are at risk of being absent and/or persistently disruptive, including providing support for overcoming barriers to attendance and behaviour and to help them reintegrate back into school life. 	✓	Specific children targeted in the Summer term who attend weekly either with SEND, anxiety or issues related to COV-ID to aid transition in September. FSW, nurture TAS, inclusion leads and SLT will work with specific children if needed in September.	

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SEND pupils	<ul style="list-style-type: none"> Individual pupil risk assessments have been reviewed prior to the pupil returning to evaluate any additional measures that may be required. The risk assessments are then subject to regular review if there are any behavioural changes with the pupil on site. 	✓	Individual risk assessments reviewed and share with relevant staff by 28.08.20.	
	<ul style="list-style-type: none"> Where necessary for learning and or safety reasons, and with agreement from the parents and carers, identified SEND pupils, and in particular those that had an extended period away from the school site, are re-integrated into the school on a phased basis (no longer than 4-6 weeks) with a mix of curriculum and non-curriculum activities. 	✓	Will be assessed by Inclusion Lead and SLT as weekly phone calls have been made throughout lockdown.	
	<ul style="list-style-type: none"> Pupils with SEND (whether with education, health and care plans or on SEN support) have been identified who will need specific help and preparation for the changes to routine in the new academic year. SEND pupils are given additional time and understanding to comply with the new school rules associated with the virus. Teachers and SENCOs have planned to meet these needs, for example using social stories. Support Services are engaged with as and when necessary to assist these processes. 	✓	Inclusion lead and SEND TAs to create preparation materials for specific pupils to meet their needs.	
	<ul style="list-style-type: none"> Appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups. 	✓		
	<ul style="list-style-type: none"> The requirement to undertake 'reasonable endeavours' to secure or arrange the specified special educational and health care provision within EHC plans will expire as planned on 25 September 2020 – full provision for all children and young people with EHC plans will be restored after this date. 	N/A	No children currently in school with EHCP.	
Staff welfare and staff redeployment	<ul style="list-style-type: none"> Governing boards and school leaders have regard to staff (including the Head Teacher) work-life balance and wellbeing. Schools should ensure they have explained to all staff the measures they are 	✓	Wellbeing and workload shared with governors at each meeting. All staff views are sought each term and	L

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	proposing putting in place and involve all staff in that process.		shared with SLT and agreed actions and/or support addressed.	
	<ul style="list-style-type: none"> Schools have considered the potential concerns of staff who may be reluctant or anxious about returning and the right support is in place to address this. This may include staff who have been in the clinically vulnerable health and BAME groups, families that have been personally affected and those that have not been in school since the lockdown commenced. <p>The school has discussed their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school.</p>	✓	Head teacher to share this with staff on 20.07.20 and asked them to speak to SLT if this applies to them.	
	<ul style="list-style-type: none"> Wellbeing support for all staff is in place and also for those that require additional support (ref: HR Trauma process and Bereavement Policy). 	✓	SAS wellbeing service in place.	
	<ul style="list-style-type: none"> Telephone counselling services are available. 	✓	Available via SAS.	
	<ul style="list-style-type: none"> Teaching assistants may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher <p>Any redeployments are not at the expense of supporting pupils with SEND.</p>	✓		
	<ul style="list-style-type: none"> Managers have discussed and agreed any changes to staff roles with individuals. Planning builds in the need to avoid increases in unnecessary and unmanageable workload burdens. This could include a review of existing practices in this respect and schools may wish to draw on DfE's workload reduction toolkit. <p>DfE has also published a range of resources, including case studies to support remote education and help address staff workload, this includes case studies on managing wellbeing.</p> <p>Where staff have been temporarily redeployed to different roles, they have the appropriate skills, expertise and experience to carry out the work.</p>	✓	<p>INSET Day on 23.07.20 covered a review of remote learning to celebrate positives and ways to support remote learning moving forwards.</p> <p>No staff currently redeployed to different roles.</p>	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
Pupil welfare and mental health support (Reference)	<ul style="list-style-type: none"> Schools have considered the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and the right support is in place to address this. This may include pupils who have been in the clinically vulnerable health and BAME groups, families that have been personally affected and those that have not been in school since the lockdown commenced. The school has discussed their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. Plans have been developed for re-engaging them. 	✓	<p>Inclusion Lead communicated with key families to create a plan for return in September.</p> <p>Nurture 1:1 sessions and small group to commence with nurture TAs once correct support has been identified.</p> <p>FSW to create support sessions for parents and signpost any parents expressing worries to the relevant agencies.</p>	L
	<ul style="list-style-type: none"> The school has considered the provision of pastoral and extra-curricular activities to all pupils designed to: <ul style="list-style-type: none"> support the rebuilding of friendships and social engagement address and equip pupils to respond to issues linked to coronavirus support pupils with approaches to improving their physical and mental wellbeing 	✓	Initial PSHE lessons will be adapted to respond to the individual needs of each class.	
	<ul style="list-style-type: none"> The pandemic may lead to some pupils experiencing bullying, discrimination or harassment, for example due to their ethnicity or nationality, or perceived illness. This is monitored and appropriate proactive and reactive measures taken. 	✓		
Remote Learning	<ul style="list-style-type: none"> Remote education plans are in place for individuals or groups of self-isolating pupils or because they are complying with clinical or public health advice. Ref: https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources 	✓		L
Other Issues				
Contingency plans for outbreaks	<ul style="list-style-type: none"> For individuals or groups of self-isolating pupils, remote education plans are in place. 	✓	Showbie online learning APP to continue to be used a tool for remote learning.	L

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<ul style="list-style-type: none"> Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, the school is able to offer immediate remote education. Schools are expected to consider how to continue to improve the quality of their existing offer and have a strong contingency plan in place for remote education provision by the end of September. This planning will be particularly important to support a scenario in which the logistical challenges of remote provision are greatest, for example where large numbers of pupils are required to remain at home. 	✓	<p>Showbie online learning APP to continue to be used a tool for remote learning and as part of daily school life.</p> <p>INSET Day on the 23.07.20 sought out staff views on positives and ways to move remote learning forwards.</p> <p>Online survey to ascertain parent/carers views sent out week beginning 20.07.20.</p>	
Training certificates that have expired during the partial closure.	<ul style="list-style-type: none"> Expired group and individual training certificates have been identified. Some training may be available via virtual learning (Teams, Zoom, Meet) Some refresher requalification training may be available via eLearning. 	✓		L
	<ul style="list-style-type: none"> If a first aid certificate expired on or after 16 March 2020 and they cannot access requalification training because of coronavirus they may qualify for a 3-month extension. This applies to: First Aid at Work (FAW), Emergency First Aid at Work (EFAW) and paediatric courses. (update will follow). 	✓	<p>22.09.20 – 2 staff members to attend first aid training</p> <p>October 2020 – 3 staff members to attend first aid training</p>	
	<ul style="list-style-type: none"> There has been a formal 6 month period of grace given to settings for school staff to attend Physical Intervention training and re-certificate. 	✓		
	<ul style="list-style-type: none"> For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training. 	✓	All DSLs attended refresher training in June 2020.	
Incident Reporting	<ul style="list-style-type: none"> If a staff member has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus this is reported as a case of disease via the school's incident reporting system and to the HSE according to RIDDOR requirements: 	✓		L

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	https://notifications.hse.gov.uk/riddorforms/Disease (Contact your Safety Adviser for advice)			
Safeguarding	• DSL or a deputy always available during school hours for staff. †	✓		L
	• DSLs (and deputies) are provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate, and agencies and services should prepare to work together to actively look for signs of harm.	✓		
Reviews	• Regular reviews are undertaken on the effectiveness of the control measures and plans and changes are made accordingly. The school follows any forthcoming instructions from the employer, government advice, and national or local directions from Public Health England.	✓		L

Are there any other foreseeable hazards associated with the Covid-19?

 Yes ☐

 No ☐

Additional Hazards	List any additional control measures required	Residual Risk rating High, medium, low

* Reopening after a lengthy closure:

- Before resuming normal operation, commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied. Allow sufficient time for this activity, approx. 1 week before opening if possible.
- Recommission all systems before re-opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment.
- Check your fire safety systems including making sure:
 - all fire doors are operational
 - your fire alarm system and emergency lights are operational

Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. Deep clean the kitchen prior to reopening before food preparation resumes.

See also this [Zurich Municipal guide](#).

† Designated safeguarding leads (DSLs)

The optimal scenario for any school is to have a trained DSL or deputy available on site. It is recognised this may not be possible, and where this is the case there are 2 options to consider:

- a trained DSL or deputy from the school can be available to be contacted via phone or online video - for example working from home
- sharing trained DSLs or deputies with other schools (who should be available to be contacted via phone or online video)

Where a trained DSL or deputy is not on site, in addition to one of the above options, the department recommend a senior leader takes responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection files, liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.

Whatever the scenario, it is important that all school staff and volunteers have access to a trained DSL or deputy and know on any given day who that person is and how to speak to them.

Reference Websites:

- www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings
- 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

ASSESSED BY (Print name)

NARRA LORRY

SIGNED

[Signature]

DATE

8/11/20