

**Coronavirus (COVID-19): Risk Assessment Action Plan**

**Brook Primary School**

<p>Assessment conducted by: Dudley Local Authority/ Marie Fellows and approved by Governors</p>	<p>Job title: Headteacher</p>	<p>Covered by this assessment: Pupils, staff, parents, outside agencies and governors.</p>
<p>Date of assessment: Tuesday 14<sup>th</sup> July 2020 Review Date: Monday 19<sup>th</sup> October 2020 Review Date: 18<sup>th</sup> December 2020 Review Date: 5<sup>th</sup> January 2021 Review Date: 3<sup>rd</sup> March 2021</p>	<p>Date of next review: By 19<sup>th</sup> April 2021</p>	

The sole purpose of this risk assessment is to support schools in preparing for all pupils, in all year groups, to return to school full-time from the beginning of the autumn term while reducing the risk of coronavirus transmission. The risk assessment has been written in collaboration with a number of local authorities.

- 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 must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).
- 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.
- For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents below, issued on the 11 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](#)
  - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
  - [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)
  - <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

<b>Key:</b>	
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. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context. Add <additional information>
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 <b>IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.</b>



Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place. <b>To support planning, identify which controls need to be in place before pupils return to the setting. Individual schools can then personalise to their own setting.</b>
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	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk	Low	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> <li>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, and review its risk assessment accordingly</li> <li>Information on the school website is updated.</li> <li>Pupils updated via classrooms/email/text as necessary.</li> <li>Any change in information to be shared with Chair of Governors and passed on to parents and staff by email</li> </ul> <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf</a></p>	<u>Low</u>	<u>Low</u>	<u>MF</u>	<u>Weekly updates</u>	<u>PS</u>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Poor communication with parents and other stakeholders	Low	<ul style="list-style-type: none"> <li>All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems</li> <li>Headteacher to share risk assessment with all staff</li> <li>Parents notified of risk assessment plan and shared with parents via website.</li> </ul> <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	<u>Low</u>	<u>Low</u>	<u>MF</u>	<u>Review ed Risk Assessment on the school website by 5<sup>th</sup> March 2021</u>	<u>PS</u>
Lack of awareness of policies and procedures	Med	<ul style="list-style-type: none"> <li>School leaders will ensure that all policies impacted on by coronavirus controls are updated</li> <li>All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>Health and Safety Policy</li> <li>Infection Control Policy</li> <li>First Aid Policy</li> <li>Intimate care policy</li> <li>Behaviour policy</li> <li>Staff absence reporting procedures</li> <li>Attendance Policy</li> <li>SEN Policy</li> </ul> </li> </ul>	<u>Low</u>	<u>Low</u>	<u>SN</u>	<u>Ongoing</u>	<u>MF</u>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>- Safeguarding Policy</li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’</li> <li>- DfE and PHE (2020) ‘COVID-19: guidance for educational settings’</li> </ul> </li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• Staff are made aware of the school’s infection control procedures in relation to coronavirus via email</li> <li>• Parents are made aware of the school’s infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus</li> <li>• Pupils are made aware of the school’s infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of their first day in school. Care should be taken to do this for every pupil even if they do not attend on the first day. All are informed that they must tell a member of staff if they begin to feel unwell.</li> <li>• Regular briefing when necessary issued to staff via TEAMS.</li> <li>• Staff are expected to regularly check/monitor TEAMS updates daily to ensure they are aware of any changes.</li> </ul>					

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.					
Poor hygiene practice in school - <b>general</b>	Med	<ul style="list-style-type: none"> <li>• Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school)</li> <li>• Pupils to wash their hands with soap or hand sanitiser before and after break times and lunchtimes for no less than 20 seconds.</li> <li>• Teachers to reiterate key messages in class-time (when directed) to pupils to:               <ul style="list-style-type: none"> <li>- Cover coughs and sneezes with a tissue,</li> <li>- To throw all tissues in a bin</li> <li>- To avoid touching eyes, nose and mouth with unwashed hands.</li> </ul> </li> <li>• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors</li> <li>• Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance</li> <li>• 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</li> <li>• Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas</li> </ul>	<b>Low</b>	<b>Low</b>	<b>LB</b>	<b>Already in place</b>	<b>MF</b>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>• Pupils and staff do not share cutlery, cups or food.</li> <li>• Staff to bring in their own cups and utensils</li> <li>• All utensils are thoroughly cleaned before and after use</li> <li>• Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day during break times (3 x daily), before and after school and paper/hand towels are refilled regularly. Staff are expected to sign the monitoring sheets as evidence to show that cleaning is completed.</li> <li>• Shared computers and telephones are cleaned after every use.</li> </ul> <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>					
Poor hygiene practice – <b>specific – school entrance</b>	Med	<ul style="list-style-type: none"> <li>• Clear signage in place regarding social distancing</li> <li>• Areas touched to be wiped down</li> <li>• Discourage parents from entering the school building- by appointment only.</li> <li>• Rearrange furniture in reception area to facilitate social distancing.</li> <li>• Staff sign in screen must be wiped by staff before and after signing in. Stagger start times for staff where possible.</li> </ul> <p>As a result, reception staff are protected.</p>	<u>Low</u>	<u>Low</u>	<u>VB</u>	<u>01/03/2021</u>	<u>MF</u>
Poor hygiene practice –	Med	<ul style="list-style-type: none"> <li>• Start and end times for administrative staff are staggered to support social distancing.</li> <li>• Tissues/hand sanitiser to be available in office locations.</li> </ul>	<u>Low</u>	<u>Low</u>	<u>VB</u>	<u>01/03/2021</u>	<u>MF</u>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
specific – office spaces.		<ul style="list-style-type: none"> <li>Staff to wash hands/sanitise on arrival at school.</li> <li>Each individual is responsible for wiping down their own work area before and after use.</li> <li>A 2m distance cannot be achieved at the front desk or back office, however a 1m+ distance is achievable with PPE i.e. mask or shield. Alternative arrangements for office space will also be used when possible. No more than two members of staff to be in the back office at any one time.</li> </ul> <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>					
Poor hygiene practice – specific - spread of potential infection at the start of the school day.	High	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus</li> <li>Parents and staff must wear face masks on the school playground (unless exempt) and in school corridors.</li> <li>Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up. Arrangements at the start of the day to include a staggered start (between 8.30am and 8.55am) following the one-way system.</li> <li>Inform each year group and their parents of their allocated times for the end of the school day. If parents have children in more than one year group, staff will stay with child until collected due to different collection/drop off points.</li> <li>Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival.</li> </ul>	<b>Low</b>	<b>Med</b>	<b>ME</b>	<b>01/03/2021</b>	<b>PS</b>



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		<ul style="list-style-type: none"> <li>• Ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</li> <li>• Soap and water is the best approach to this and schools should endeavour to ensure there are enough hand washing facilities available. The correct hand washing routine should be followed.</li> <li>• Hand sanitiser 'stations' are an alternative and sufficient of these should be available so that all pupils and staff can clean their hands regularly between washings.</li> <li>• Ensure supervision of hand sanitiser use given risks around ingestion.</li> <li>• Small children and pupils with complex needs should continue to be helped to clean their hands properly.</li> <li>• All staff to wash hands on arrival in school</li> <li>• Make it clear to parents and pupils that they cannot congregate at the front or back of school prior to the start of the school day</li> <li>• Make parents and pupils aware of government recommendations with regard to transport. Parents should avoid public transport and if possible, should walk to school.</li> <li>• Issue information to pupils in relation to restrictions on their movement around the site</li> <li>• Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day.</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>					



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Poor hygiene practice – <b>specific – toilet/changing facilities.</b>	Low	<ul style="list-style-type: none"> <li>• Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron</li> <li>• All changing surfaces to be cleaned before and after each use</li> <li>• Nappies/soiled items to be disposed of in yellow bags</li> <li>• Staff to follow specific intimate care procedures (see policy)</li> <li>• Any soiled clothes are put into a plastic bag (double bagged) and sent home.</li> </ul> <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>	<b>Low</b>	<b>Low</b>	<b>All staff</b>	<b>Ongoing</b>	<b>MF</b>
Poor hygiene practice – <b>specific – end of the school day.</b>	High	<ul style="list-style-type: none"> <li>• Issue information to parents about departure procedures, including safe pick-up</li> <li>• Parents and staff must wear face masks on the school playground (unless exempt).</li> <li>• Inform pupils and parents of their allocated collection points for the end of the school day.</li> <li>• Inform pupils and their parents of the allocated exit points and pick-up points.</li> <li>• Make it clear to parents and pupils that they cannot congregate at the front of school/in the playground prior to the end of the school day. If waiting to collect pupils, parents are to remain in cars and park safely. If parents have children in more than one year group, they will need to swiftly move between points and staff will be aware of the need to stay with them.</li> <li>• Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport and potential road closures. Parents should avoid public transport and if possible, should walk to school.</li> </ul>	<b>Low</b>	<b>Med</b>	<b>ME</b>	<b>Ongoing</b>	<b>PS</b>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, the risk of infection is reduced as pupils and staff leave school.					
Ill health in school.	High	<ul style="list-style-type: none"> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus</li> <li>• Staff are also aware of the symptoms of <b>Kawasaki disease</b>. The characteristic symptoms are a high temperature that lasts for 5 days or more, with:               <ul style="list-style-type: none"> <li>• a rash</li> <li>• swollen glands in the neck</li> <li>• dry, cracked lips</li> <li>• red fingers or toes</li> <li>• red eyes</li> </ul> </li> <li>• Appropriate PPE is 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</li> <li>• All staff are informed of the procedure in school relating a pupil becoming unwell in school</li> <li>• All staff advised of the procedure in school if a member of staff becomes unwell.</li> <li>• Ensure all staff absences are appropriately recorded. (New codes for absence updated)</li> <li>• Any pupil who displays signs of being unwell is immediately referred to a trained first aider. (see school list)</li> <li>• Any staff member who displays signs of being unwell immediately refers themselves to Marie Fellows-Headteacher or member of SLT in charge and is sent home</li> </ul>	<u>Low</u>	<u>Low</u>	<u>MF</u>	<u>01/03/2021</u>	<u>PS</u>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Where the named person is unavailable, staff ensure that any unwell pupils are moved to the conference suite 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.</li> <li>If a pupil needs to use the bathroom, they should use a separate bathroom (Staff toilet between back office and staff room) which will be cleaned after use.</li> <li>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. The pupil will be sent to the conference suite whilst waiting for the parent to collect them. A facemask should be worn by the supervising adult.</li> <li>If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn</li> <li>The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen</li> <li>Unwell pupils who are waiting to go home are supervised in the conference suite where they can be at least two metres away from others</li> <li>Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.</li> </ul> <p>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.</p>					

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.	Med	<ul style="list-style-type: none"> <li>• Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend</li> <li>• Classrooms allocated for provision and small adaptations made to support distancing where possible, without compromising safety routes or fire escapes</li> <li>• We cannot guarantee that children will be two metres apart however we aim to reduce the amount of time pupils are in face to face contact, therefore pupils MUST be seated side by side and facing forwards. All pupils will have their own individual desk. Unnecessary furniture will be moved out of classrooms to make more space.</li> <li>• Classrooms to be arranged so adults maintain 2 metre distance from each other, and from children where possible and when circumstances allow.</li> <li>• Classrooms to be arranged to support adults to avoid face to face contact and minimise time spent within 1 metre of anyone.</li> <li>• Timetable reviewed and refreshed and programme communicated to teachers and staff</li> <li>• Where possible, pupil movement to be limited to make social distancing easier.</li> <li>• Leaders to consider how best to supplement remote education with face-to-face support for pupils.</li> </ul> <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>	<b>Low</b>	<b>Low</b>	<b>ME</b>	<b>Ongoing</b>	<b>PS</b>
A pupil/staff member is tested and	Low	In line with government advice:	<b>Low</b>	<b>Low</b>	<b>ME</b>	<b>Ongoing</b>	<b>PS</b>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
has a confirmed case of coronavirus.		<ul style="list-style-type: none"> <li>The rest of the class/group should be advised to self-isolate for 10 days. A person is contagious from 48 hours prior to the onset of symptoms, the bubble should isolate for 10 days from this date OR from the date of the positive COVID test result. The date of the test or contact is recognised as day 0. Do not take any action regarding notifying bubbles until you have been contacted by DfE. Refer to the school symptom management Standard Operating Procedure (SOP)</li> <li>The Headteacher will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action.</li> </ul> <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>					
A staff member has no symptoms but may still have COVID 19	1 in 3 people across the UK - High	<p>Staff will be supplied with lateral flow device (LFD) test kits to self-swab. Staff will be asked to take their test kits home and carry out the test twice a week. The LFD test will give a result in around 30 minutes. Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff should also share their result with their school or nursery to help with contact tracing.</p> <p>Testing is not mandatory for staff and staff do not need to provide proof of a negative test result to attend school or nursery in person, although participation in testing is strongly encouraged.</p>	<b>Med</b>	<b>Med</b>	<b>MF</b>	<b>Ongoing</b>	<b>PS</b>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Insufficient staff to run face-to-face sessions for pupils.	Med	<ul style="list-style-type: none"> <li>• Protocols for staff to inform leaders if they need to self-isolate are clearly in place</li> <li>• Leaders ensure there is a contingency plan in place for cover in the instance that staff have to self-isolate.</li> </ul> <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>	<b>Low (at present)</b>	<b>Low</b>	<b>MF</b>	<b>Ongoing</b>	<b>PS</b>
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	Med	<ul style="list-style-type: none"> <li>• Each year group is given a designated area to use for break/lunchtime.</li> <li>• Bubbles must not mix at break/lunchtime.</li> <li>• Lunch will be eaten in the classrooms so that shared lunch spaces are not necessary.</li> <li>• Allocated outdoor areas for each year group to be identified for breaktime and lunchtime</li> <li>• Pupils advised not to play contact games at breaktime or lunchtime. Each year group has a nominated outdoor resource to use at break times and outdoor equipment with touch points to be prohibited</li> <li>• Pupils to be supervised in washing hands before and after lunch.</li> <li>• Tables to be cleaned after the class/group have eaten whilst pupils are outside.</li> <li>• Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness</li> <li>• All pupils both who bring a packed lunch and have a grab bag/hot lunch provided by the school kitchen, to eat in classrooms to reduce movement and maintain social distancing.</li> </ul> <p>As a result, the risk of infection during unstructured time is reduced.</p>	<b>Low</b>	<b>Low</b>	<b>All staff</b>	<b>Ongoing</b>	<b>MF</b>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Spread of infection in classrooms/ shared areas.	Med	<ul style="list-style-type: none"> <li>• All unnecessary items to be removed from classrooms and learning environments and stored elsewhere</li> <li>• All soft furnishings and items that are hard to clean to be removed or clearly marking out of bounds.</li> <li>• Bubbles will reduce the number of contacts between children and staff.</li> <li>• Pupils to be directed to specific seats in classrooms and to maintain in seats during the day as far as possible</li> <li>• Tissues and hand sanitiser to be located in each classroom/learning space</li> <li>• Bins to be emptied daily in classrooms.</li> <li>• Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open using wedges.</li> <li>• Where possible, windows to be opened to provide ventilation. Scientific advice highlights that good ventilation with fresh air is essential at all times in classrooms.</li> <li>• Inform all the pupils that they can bring their own required equipment to school (stationery, calculators etc) to reduce the risk of infection. If not, school will provide pupils with their own stationery pack, which is not shared.</li> <li>• Pupils/staff to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use</li> <li>• Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use</li> <li>• Shared teaching resources to be cleaned prior to and after use</li> </ul>	<b>Low</b>	<b>Low</b>	<b>All staff</b>	<b>Ongoing</b>	<b>MF</b>



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		<ul style="list-style-type: none"> <li>If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned.</li> <li>Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time (No more than 6 members of staff to be in the staffroom at one time. Staff to be reminded to adhere to social distancing at all times.</li> <li>Staff to be aware of where hand sanitiser stations are in place and to use these before using photocopiers/shared keyboards/telephones etc</li> <li>Staff must wash and dry their own cups, plates and utensils, using disposable towels.</li> </ul> <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>					
Poor pupil behaviour increases the risk of the spread of the infection.	Med	<ul style="list-style-type: none"> <li>Pupils are reminded of the behaviour policy on their return to school</li> <li>Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence.</li> <li>Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary.</li> </ul> <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>	<b>Med</b>	<b>Low</b>	<b>SN</b>	<b>1/03/2021</b>	<b>MF</b>
Pupils with complex needs are not	Low	<ul style="list-style-type: none"> <li>Specific arrangements for pupil transport have been risk assessed and agreed with local providers</li> <li>Leaders and staff should review individual pupils' handling plans, including the use of PPE</li> </ul>	<b>Low</b>	<b>Low</b>	<b>SN-SENCo</b>	<b>1/03/2021</b>	<b>MF</b>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
adequately prepared for a return to school or safely supported.		<ul style="list-style-type: none"> <li>Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy)</li> <li>Review individual communication plans where proximity is expected e.g. on-body signing</li> <li>Plans should be understood, shared and followed consistently by all staff working with those pupils</li> <li>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.</li> </ul> <p>As a result, pupils with complex needs are well supported.</p>					
Vulnerable pupils and pupils with SEND do not receive appropriate support.	Med	<ul style="list-style-type: none"> <li>Appropriate planning is in place to support the mental health of pupils returning to school</li> <li>Agree what returning support is available to pupils with SEND in conjunction with families and other agencies.</li> </ul> <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	<u>Low</u>	<u>Low</u>	<u>All staff</u>	<u>Ongoing</u>	<u>MF</u>
Increased number of safeguarding concerns reported	Med	<ul style="list-style-type: none"> <li>Agree safeguarding provision to be put in place to support returning pupils</li> <li>Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns</li> <li>Follow up any referrals made by staff swiftly, while maintaining social distancing.</li> <li>Regular check-ins for vulnerable children particularly those who are not attending school.</li> </ul> <p>As a result, safeguarding remains of the highest priority and practice.</p>	<u>Low</u>	<u>Low</u>	<u>All staff</u>	<u>Ongoing</u>	<u>SN-DSL</u>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
after lockdown.							
Emergency evacuation due to fire etc.	High	<ul style="list-style-type: none"> <li>• Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing between staff can be maintained.</li> <li>• Leaders to communicate procedures to all staff.</li> <li>• Staff to communicate emergency evacuation procedures to pupils at the beginning of each day.</li> </ul> <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	<b>Med</b>	<b>Low</b>	<b>ME</b>	<b>1/03/2021</b>	<b>PS</b>
Cleaning is not sufficiently comprehensive.	Low	<ul style="list-style-type: none"> <li>• Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening</li> <li>• A nominated member of staff (LB) monitors the standards of cleaning in school and identifies any additional cleaning measures</li> <li>• Where possible, additional cleaning staff employed (or complete additional hours) to increase the regularity of cleaning.</li> <li>• Whilst pupils are at breaktime/lunchtime, the teacher or TA not on duty to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards.</li> <li>• Disposable gloves/wipes/sprays are supplied</li> <li>• 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 Early Years).</li> </ul>	<b>Low</b>	<b>Low</b>	<b>LB</b>	<b>1/03/2021</b>	<b>ME</b>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Contractors, deliveries and visitors increase the risk of infection.	Low	<p>As a result, high standards of cleanliness are maintained in school.</p> <ul style="list-style-type: none"> <li>All contractors/visitors to be checked to ensure that they are essential visitors prior to entry to the school</li> <li>Agree arrival and departure times with contractors/visitors to ensure that there is no contact with staff or pupils</li> <li>All contractors/visitors to wash hands either prior to or on entry to the school site</li> <li>Contractors and visitors are directed to specific/designated handwashing facilities</li> <li>All areas in which contractors work are cleaned in line with government guidance</li> <li>Contractors to bring own food, drink and utensils onto site.</li> <li>Staff who receive deliveries to the school to wash hands in line with government guidance after handling</li> <li>Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries.</li> <li>If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building</li> <li>Surfaces to be cleaned after any deliveries have been made.</li> <li>NHS workers/External Agencies providing support for pupils to provide own cleaning equipment and PPE where necessary.</li> <li>If seeing more than one child, the workspace must be cleaned in between visits.</li> <li>EPE education to provide COVID consent forms from parents.</li> </ul>	<b>Low</b>	<b>Low</b>	<b>LB</b>	<b>Ongoing</b>	<b>MF</b>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.					
Increased risk of infection and complications for vulnerable workers	Med	Staff who are vulnerable as identified in the following document: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</a> are advised to: <ul style="list-style-type: none"> <li>• Wash hands regularly</li> <li>• Maintain social distancing</li> <li>• Wear face masks on the school playground and where social distancing of less than 2m cannot be adhered to.</li> <li>• Opportunity to take PPA/management time working from home.</li> <li>• Request a personal risk assessment to be completed if they feel necessary.</li> <li>• Break &amp; lunch times can be taken off school premises or in an isolated area.</li> <li>• Allow the opportunity to not attend staff meetings/briefing. (Staff member has the responsibility to ensure that they are aware of the meeting content.)</li> </ul>	<b>Low</b>	<b>Low</b>	<b>MF</b>	<b>Ongoing</b>	<b>PS</b>
Mental health and wellbeing of pupils and staff affected through	Med	<ul style="list-style-type: none"> <li>• Have regular keep in touch meetings/calls with people working at home to talk about any work issues.</li> <li>• Talk openly with workers/pupils about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through</li> <li>• Keep workers updated on what is happening so they feel involved and reassured</li> </ul>	<b>Low</b>	<b>Med</b>	<b>MF</b>	<b>Ongoing</b>	<b>PS</b>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
isolation or anxiety about coronavirus		<ul style="list-style-type: none"> <li>• Discuss the issue of fatigue with employees and make sure they take regular breaks, set working hours to ensure they aren't working long hours and have a focus upon general well-being.</li> <li>• Key stage 2 pupils given the opportunity to share thoughts and anxieties through the mental health and well-being questionnaire.</li> <li>• Staff to identify key individuals who may need extra support (reviewed regularly).</li> <li>• ELSA and Mental Health First Aid trained members of staff utilised to provide support where necessary.</li> <li>• Provide families with mental health resources through the school website.</li> </ul>					

**School-specific arrangements relating to risk assessment that may need additional detail:**

Capacity and organisation of teaching spaces  
 Movement around the school  
 Timetable arrangements  
 Breaktime plan  
 Catering staff  
 Toilets  
 Transport  
 Pupil expectations  
 Useful links:

Arrival to and departure from school  
 Classroom allocations  
 Role of teaching assistants  
 Lunchtime plan  
 Cleaning  
 Staffroom and offices  
 Classroom expectations



- 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>
- 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](http://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>

