

**RISK ASSESSMENT TEMPLATE: FULLY REOPENING A SCHOOL AFTER THE CORONAVIRUS PANDEMIC LOCKDOWN MARCH 8<sup>th</sup> 2021**

RAS64

**NEW March 2021**

**(Checked for Conformity March 2021)**

The government have announced that **all pupils, in all year groups, will return to school full-time from March 8<sup>th</sup> 2021**. This risk assessment template is produced to assist schools in preparing to return other students back to teaching and learning on the school/academy site, rather than being taught remotely. This template will be revised regularly as the situation and advice changes over the coming weeks.

It is vital that you consider all of the local circumstances which affect your school and look at the possible support which is on offer from nearby schools and your Local Authority and put those into the mix. Consequently, this risk assessment template is extremely long and detailed, but will need a lot of input and localisation from you and your colleagues.

<b>ACTIVITIES:</b> (What will you be doing and with whom?)	THE FULL REOPENING OF Alton Park Junior School		
<b>DATE OF RISK ASSESSMENT:</b>	<b>Date completed:</b>	3/3/21	<b>Date to be reviewed:</b> (At least weekly)
<b>STAFFING:</b> (Staff deployment, responsibilities, expertise, etc.)	Head Teacher / SLT / Site Manager & Union Reps		

**PLEASE ENSURE THAT THE CURRENT DfE, PHE, HSE and ACAS GUIDANCE IS ALL CAPABLE OF BEING FOLLOWED WHEN RE-OPENING YOUR SCHOOL.**

**Following the Prime Minister’s announcement on February 22<sup>nd</sup> 2021, and subsequent DfE guidance, all year groups, will return to school full-time from March 8<sup>th</sup> 2021. Control measures must be put in place, which are outlined in this document. It is vitally important that social distancing guidance must be adhered to, which will be an enormous challenge for all age groups, but particularly younger ones.**

**PLEASE SEE:**

**Operational Guidance for School Re-Openings 8<sup>th</sup> March:**

Operational Guidance for Schools:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/963541/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf)

**General Advice**

List of all general Coronavirus guidance: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>

General GOV.UK Coronavirus guidance: <https://www.gov.uk/coronavirus>

November/December national guidance: <https://www.gov.uk/guidance/new-national-restrictions-from-5-november>

General Back-to-workplace Coronavirus guidance: [https://www.gov.uk/government/news/new-guidance-launched-to-help-get-brits-safely-back-to-work?utm\\_source=9b81f82c-c1c9-4121-9d1b-3456ead7138c&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/news/new-guidance-launched-to-help-get-brits-safely-back-to-work?utm_source=9b81f82c-c1c9-4121-9d1b-3456ead7138c&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

Test and Trace: [COVID-19 National Testing Programme Schools and Colleges Handbook](#).

**DfE Advice**

List of all DfE Coronavirus guidance for schools: <https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

DfE Schools coronavirus (COVID-19) operational guidance:

[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)

DfE Actions for early years:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/963510/2020208\\_actions\\_for\\_early\\_years\\_and\\_childcare\\_providers.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963510/2020208_actions_for_early_years_and_childcare_providers.pdf)

DfE Special schools and other specialist settings: coronavirus: <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

DfE advice for safe working in Education Settings, including PPE:: <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

DfE Primary-specific guidance: <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures#infection-prevention-and-system-of-controls>

DfE Cleaning Advice for Non-Healthcare Settings for COVID-19: [https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings?utm\\_source=14399e54-42d4-4c63-b0fe-1d907bfe9c42&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings?utm_source=14399e54-42d4-4c63-b0fe-1d907bfe9c42&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

DfE Advice for After-School Settings: [https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak?utm\\_source=1145a09b-5f2f-4eda-80f4-78a08b0af603&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak?utm_source=1145a09b-5f2f-4eda-80f4-78a08b0af603&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

Remote Education Good Practice: <https://www.gov.uk/government/publications/remote-education-good-practice/remote-education-good-practice>

Help with remote education: <https://www.gov.uk/guidance/get-help-with-remote-education>

Providing remote education information to parents template: <https://www.gov.uk/government/publications/providing-remote-education-information-to-parents-template>

Restricting attendance during the national lockdown

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/950510/School\\_national\\_restrictions\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf)

Asymptomatic testing guidance: <https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges>

Asymptomatic testing for primary schools: <https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools>

**HSE Advice**

List of all HSE Coronavirus (COVID-19) guidance: <https://www.hse.gov.uk/news/coronavirus.htm>

Plus HSE documents: <https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf> & <https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf>

**ACAS Advice**

ACAS Mental Health at Work During Coronavirus (COVID-19) guidance: <https://www.acas.org.uk/supporting-mental-health-workplace>

**FAILURE TO FOLLOW GUIDANCE OR DELIVER A SUITABLE AND SUFFICIENT RISK ASSESSMENT COULD LEAVE YOU VULNERABLE TO HSE/LEGAL ACTION. PLEASE ERR ON THE SIDE OF CAUTION AT ALL TIMES.**

Aspects to Consider	Who is Affected/What	Inherent Likelihood & Severity	Inherent Risk Score	Control Measures (How you will reduce the risks and whether they are already in place or not)	Are Control Measures in Place?	Remaining Likelihood & Severity	Residual Risk Score	When Done &
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(List only actual hazards/issues related to planned activities)	<b>Might Happen?</b> (Staff, students, visitors, etc.)	(See table at end of doc)	(Likelihood X Severity)	e.g. guards on machines already in place or need to wear PPE eye wear/gloves)	<b>If Not, Who Will Implement?</b> (Staff member names or job roles)	(See table below)	(Likelihood X Severity)	<b>By Whom?</b>
<b>PREPARATION FOR SCHOOLS WHICH HAVE BEEN PARTIALLY OPEN SINCE JANUARY 2021</b>								
<b>Deep cleaning</b>	Staff, visitors and students could be infected with Covid-19	4:3	12	<ul style="list-style-type: none"> <li>NASUWT state: <i>"If the school has been partially opened, then a full deep clean of the premises should not be necessary unless it has been required by Public Health Authorities. However, all touch</i></li> <li><i>surfaces should be given priority for cleaning, as should have been the case during the partial opening."</i></li> <li>School has been partially opened throughout the pandemic.</li> <li>Full clean of premises will take place before school fully opens.</li> </ul>	Yes – Outsourced Contract Cleaning	2:2	4	Pinnacle Group
<b>Water systems</b>	Staff, visitors and students. Legionnaires disease risk.	3:4	12	<ul style="list-style-type: none"> <li>Check for leaks and breakages in all pipework.</li> <li>Ensure that there is adequate hot water provision.</li> <li>The water system should be flushed, in line with the school's legionella policy.</li> <li>Site team flush unused water outlets weekly and test water temperatures monthly</li> </ul>	Yes	1:4	4	MB

<p><b>Alarms</b></p>	<p>Staff, visitors and students.</p> <p>Risk of alarm not functioning correctly during an evacuation event causing harm to building users</p>	<p>3:5</p>	<p>15</p>	<ul style="list-style-type: none"> <li>• All alarms (including fire alarms and accessible-toilet alarms) should be tested prior to students returning to the facility.</li> <li>• The records of staff fire marshals, etc., should be updated to include information regarding staff who have left since the spring term.</li> <li>• If alarm maintenance was scheduled but cancelled due to the lockdown, this must be rescheduled and completed before a full reopening.</li> <li>• A full test of any emergency lighting systems should be undertaken.</li> </ul>	<p>MB to confirm all checks have been completed etc</p>	<p>1:5</p>	<p>5</p>	<p>MB</p>
<p><b>Ventilation</b></p>	<p>Staff, visitors and students.</p> <p>Poorly ventilated areas will increase the potential for infection</p>	<p>4:3</p>	<p>12</p>	<ul style="list-style-type: none"> <li>• Staff are asked to ventilate their rooms suitably to assist with COVID-19 prevention measures HSE guidance states all windows should be open circa 6 inches for at least 15 minutes of each one hour period. This could take place at break, allowing less time with the room occupied by people who then become cold.</li> <li>• Simple steps, such as partially opening windows, can be taken to ensure ventilation is maintained. <a href="#">Natural ventilation</a> can be used with heating systems to maintain a reasonable temperature in the workplace.</li> </ul>	<p>Yes</p>	<p>2:3</p>	<p>6</p>	<p>NS</p>

				<ul style="list-style-type: none"> <li>Singing, shouting and aerobic activities generate higher levels of aerosol and increase the risk further, so consider these factors when ensuring you have adequate ventilation.</li> <li>Ventilation procedure, including the use of air con set out in staff operating procedures</li> </ul>				
<b>Signage</b>	Staff, visitors and students. Confusion over schools procedures if signage not in place	4:2	8	<ul style="list-style-type: none"> <li>Put up signs across the site encouraging good hygiene habits and any other relevant signage to assist the school in managing the return.</li> </ul>	MH to check if signage needs refreshing	2:2	4	MH/MB
<b>Fire Doors</b>	Staff, visitors and students. Risk of fire containment not being sufficient	2:4	8	<ul style="list-style-type: none"> <li>Fire doors <b>should not</b> be propped open to provide ventilation (unless by an approved device such as a Dorguard). Ensure this is checked regularly.</li> <li>The HSE is clear that staff <b>must not</b> block open designated fire doors for any reason.</li> <li>Spot checks to be carried out by Site Team</li> </ul>	Staff to be reminded/informed not to prop open fire doors	1:4	4	NS/MB
<b>Compliance checks are made prior to reopening</b>	Staff, visitors and students.	4:4	16	<ul style="list-style-type: none"> <li>It is particularly important that buildings are safe to use. Checks should range from basic wear and tear checks for slip and trip hazards which have</li> </ul>	Yes	1:4	4	MB

	Risk of site not being safe causing injury to users			<p>developed since the building was last used fully, through to checks on plant equipment such as gas boilers, heating, electrical fixtures and fittings (for frayed wires, etc.), flush throughs of water pipes, showers, taps etc to comply with the legionella risk assessment's requirements for regular measures and ensure that keys are back with the correct owners now the school is more fully staffed.</p> <ul style="list-style-type: none"> <li>School has remained open and daily, weekly checks completed</li> </ul>				
<b>Ensure key services are being delivered to a level suitable for the proposed occupation of the building</b>	Staff, visitors and students.	2:4	8	<ul style="list-style-type: none"> <li>Check electricity, gas, water, web and waste services.</li> <li>Site walks carried out by Site Team</li> <li>Staff reports power/water outages to Site Team</li> </ul>	Yes	1:4	4	MB
<b>Ensure unused areas of the building are not able to be accessed by unauthorised persons</b>	Staff, visitors and students. Safeguarding/ Security Risk	4:4	16	<ul style="list-style-type: none"> <li>Security of unused blocks or rooms should be checked regularly to ensure that roving staff or students are not able to access areas which are not being actively kept safe or are not being supervised as they are closed for use.</li> </ul>	Yes All areas in use	1:4	4	NS
<b>PPE Inspection</b>	Staff, visitors and students.	3:4	12	<ul style="list-style-type: none"> <li>PPE can lose its effectiveness or become damaged due to exposure to grit, dirt, chemicals, UV light, misuse, or general</li> </ul>	K to check PPE resources are in date and re-order as necessary	1:4	4	

	Greater risk of infection			wear and tear. Regular inspections are essential for making sure that the PPE is fit for its purpose, in date, and fully compliant.				
<b>PE and play equipment</b>	Students  Risk of injury if equipment is not checked and maintained	4:4	16	<ul style="list-style-type: none"> <li>The regular maintenance of sports hall, gymnastics, fixed play, fitness and sports equipment is essential</li> <li>for safety. This is especially true after a period of inactivity. Prior to the school being reopened, inspections may be carried out by the facilities manager or his/her staff and should be recorded on a simple sheet or book. This will determine if the equipment has not suffered damage, vandalism or degradation during the lockdown.</li> <li>Site Manager schedules bi-annual service of gym equipment</li> </ul>	MB to check	1:4	4	MB
<b>Handsam tasks</b>	Staff, visitors and students.  School environment may become unsafe if checks not completed.	3:4	12	<ul style="list-style-type: none"> <li>Ensure that any Handsam tasks which were not able to be delivered during the lockdown period are rescheduled to a suitable date.</li> <li>Site manager to check Handsam tasks are completed –</li> </ul>	MB to check and report back to NS	1:4	4	MB



				Report incomplete tasks to Head Teacher				
<b>INFORMATION FOR STUDENTS, STAFF AND PARENTS</b>								
<b>Is our information up to date?</b>	Staff, visitors and students.  Not having correct information causing confusion	4:2	8	<ul style="list-style-type: none"> <li>Currently the <a href="#">government's response to the virus</a> is being updated daily and concerned teachers and other school staff are urged to check it regularly.</li> <li>Continue to check updates and advise staff of any changes to proposed re-opening procedures / risk assessment.</li> </ul>	Yes	1:2	2	NS
<b>Share visual information with students and staff and parents/carers continually after the school reopens.</b>	Staff, visitors and students.  Inconsistent messages and actions across the school putting staff, students and families at risk of infection.	3:3	9	<ul style="list-style-type: none"> <li>Distribute DfE information for parents/carers: <a href="#">What parents and carers need to know about early years providers, schools and colleges during COVID-19</a></li> <li>Assessing range of information, especially for families to reduce anxiety</li> <li>Letter to explain clearly the procedures, timetables, behaviour expectations (home school agreement and behaviour policy addendum)</li> </ul>	Yes	1:3	3	NS
<b>Staff support, updates and training</b>	Staff, visitors and students.			<ul style="list-style-type: none"> <li>Daily briefing, weekly email updates, new operating procedures will be shared with all staff</li> </ul>				

	Sharing incorrect information to students	4:3	12	<ul style="list-style-type: none"> <li>Staff are signposted regularly to well-being support including EAP</li> <li>Staff allocated to classes where possible and minimise movement between, where there are identified medical vulnerabilities</li> </ul>	Yes	1:3	3	NS
<b>Information assembles</b>	Students							
	Receiving incorrect information	4:3	12	<ul style="list-style-type: none"> <li>Deliver assemblies to all students, detailing what the school is doing to prevent the spread of infection. This will be particularly important if any level of infection either occurs or is rumoured to have done so. Information about any changes in the school day, policies or layout should be given in these assemblies. Assemblies must be held according to government guidelines on social distancing.</li> <li>Ongoing timetable of remote assemblies to prepare all pupils for re-opening, continuing into classes when school returns</li> </ul>	Yes	1:3	3	NS
<b>Penalties for non-attendance</b>	Parents & Students - expectations not being met	N/A	N/A	Parents informed of expectations in a letter and through reminders when staff call families	Yes	N/A	N/A	NS
<b>Reluctant and anxious students</b>	Student Missing out on education	3:3	9	Identify appropriate resources to signpost to on website etc		2:3	6	NS
<b>HYGIENE AND INFECTION</b>								

<p><b>Returning staff and students</b></p>	<p>Staff and students. Risk of Infection</p>	<p>4:4</p>	<p>16</p>	<ul style="list-style-type: none"> <li>• Clear procedures for dealing with any staff or pupils who develop symptoms at school</li> <li>• Shielding pupils identified and planned for</li> <li>• Page 27 of the guidance You should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</li> <li>• The most vulnerable staff have received their first vaccination. Staff will only have contact with the bubble they work with</li> <li>• Clear procedures for reporting infection in household members</li> <li>• Pupils isolated while awaiting parents to collect them</li> <li>• Staff advised to avoid public transport where possible, wear masks, good hand hygiene</li> <li>• No parents allowed on site a.m. Ensure social distancing on playground and staggered end to the school day</li> </ul>	<p>Yes</p>	<p>1:4</p>	<p>4</p>	<p><b>NS</b></p>
<p><b>What are the school/academy's measures to ensure the containment or prevention of spread of the virus?</b></p>	<p>Staff and students. Risk of Infection</p>	<p>4:4</p>	<p>16</p>	<ul style="list-style-type: none"> <li>• No more than 28 pupils in small classrooms. Pupils' tables arranged facing forwards.</li> <li>• Classes as bubbles including playtimes and lunchtime. Dining hall not in use All assemblies will be remote.</li> <li>• See re-opening procedures for timetables</li> </ul>	<p>Yes</p>	<p>1:4</p>	<p>4</p>	<p><b>NS</b></p>

				<ul style="list-style-type: none"> <li>• In small classrooms all furniture apart from pupil tables and chairs removed to allow for 2m space at front of class for the teacher and LSA.</li> <li>• Corridor to become breakout spaces for smaller classrooms (pupil's trays, cloakroom, class laptops, book corners) and pastoral support space in delineated areas.</li> <li>• Staff room arranged for social distancing with some furniture removed. Dining hall arranged for staff to eat their lunch socially distanced.</li> <li>• Mark to clean toilets - year 4&amp;5 block 10.45am and 12.45pm year 6 block 11.30am and 1.30pm, year 3 11am and 1pm</li> <li>• All classrooms have sink and sanitiser. Sanitiser by the door will be used at start of day and end of playtime for ease of access.</li> <li>• Enhanced signage for September - particularly reminders about social distance eg marking outside for queuing for toilets, one way signage for parents collecting pupils after school.</li> <li>• PPE available and 2-3 staff trained in donning and doffing.</li> <li>• All staff are advised / expected to wear a face covering at all times when at work, except when teaching in class.</li> </ul>				
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<p><b>What steps can we take regarding hygiene to reduce the risks of infection?</b></p>	<p>Staff, visitors and students. Risk of Infection</p>	4:4	16	<ul style="list-style-type: none"> <li>• Hand hygiene - see above</li> <li>• Bins cleared as part of refresh cleaning.</li> <li>• Pupil's toilets allocated to year groups - note year 4 and 5 sharing, but with refresh cleaning - timings as above..</li> <li>• Allocated staff to supervise specific toilet areas at breaktimes.</li> <li>• Isolation room for people who are unwell - DH office.</li> <li>• Perspex screens in reception, installing secure post box in outside lobby area for visitors to post letters etc, parents not routinely allowed onsite.</li> <li>• Dining Hall tables and chairs will be wiped down between sittings - including all frequently touched surfaces between use of the hall (door handles, etc.). Half the school eating in classrooms.</li> <li>• Children encouraged not to bring items from home and provided with named basic stationery. Coloured pencils, pens will need to be in class sets.</li> <li>• Lunchboxes will be stored on open shelving, not touching and with easy access for pupils - see re-opening procedures</li> </ul>	Yes?	1:4	4	NS?

				<ul style="list-style-type: none"> <li>• Reduce bags coming into school by encouraging children to come in PE kit on PE days.</li> <li>• See above for refresh cleaning and handwashing regime.</li> </ul>				
<b>MASS TESTING</b>								
<b>Mass testing</b>	<p>Staff and students.</p> <p>Risk of asymptomatic people spreading the virus</p>	4:4	16	<p>All primary school children will return on Monday 8 March. Primary school staff will continue to take two rapid COVID-19 tests each week at home.</p>		2:4	8	NS
<b>RAPID RESULTS /ASYMPTOMATIC COVID TESTS</b>								
<b>Rapid results /asymptomatic COVID tests</b>				<ul style="list-style-type: none"> <li>• For primary schools, all pupils will return on 8 March and staff will continue to take 2 rapid results tests each week at home.</li> <li>• Testing remains voluntary but strongly encouraged, and close contacts who decide not to be tested daily will need to self-isolate in line with <u>guidance for</u></li> </ul>				

	<p>Staff and students.</p> <p>Risk of asymptomatic people spreading the virus</p>	4:4	16	<p><u>household members.</u></p> <ul style="list-style-type: none"> <li>• A negative test result does not remove the risk of transmission. In some cases, someone who has tested negative may still have the undetected disease and be infectious. So, it is essential that everyone continues to follow good hygiene and observe social distancing measures.</li> <li>• Anyone who is showing symptoms of coronavirus (COVID-19) who has a negative result from a rapid test will be required to self-isolate until the result from a lab-based polymerase chain reaction (PCR) test is known.</li> <li>• More government information on rapid-result tests <a href="#">here</a>.</li> </ul>	Yes	2:4	8	NS
<p><b>Communicating with parents, carers, students and stakeholders about asymptomatic testing in schools</b></p>	<p>Staff and students.</p> <p>Risk confusion over information</p>	3:3	9	<ul style="list-style-type: none"> <li>• Developed by the NHS, the DfE have provided resources to help schools communicate with necessary parties about the asymptomatic testing.</li> <li>• Parents and families are encouraged to order lateral flow tests for adults in the household – via letter and update reminders</li> </ul>	Yes	1:3	3	NS
<p><b>DEALING WITH A CONFIRMED CASE</b></p>								

<p><b>What is the procedure for dealing with a confirmed case?</b></p>	<p>Staff and students</p> <p>Carriers of infection risk infecting others if procedures not followed</p>	<p>4:4</p>	<p>16</p>	<ul style="list-style-type: none"> <li>• Instead of calling your local health protection team when there is a confirmed case in your education setting, please call the new dedicated helpline on 0800 046 8687 and select the option for 'Reporting a Positive Case'. You will then be directed to the dedicated NHS advice team for nurseries, schools and colleges with confirmed cases. This helpline is for confirmed cases ONLY.</li> <li>• The helpline will be open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays.</li> </ul>	<p>Yes</p>	<p>1:4</p>	<p>4</p>	<p>NS</p>
<p><b>DEALING WITH GROUPS</b></p>								
<p><b>Grouping students</b></p>	<p>Staff and Students</p> <p>Risk of infecting other bubbles</p>	<p>4:4</p>	<p>16</p>	<ul style="list-style-type: none"> <li>• Smallest 8 classrooms can take maximum of 28 pupils. Classes exceeding this are in larger classrooms.</li> <li>• Teaching time is in class bubbles</li> <li>• Playtime clearly timetabled – each class has an assigned area and play equipment which is not shared beyond the class bubble.</li> <li>• Pupils will all have lunch served to them in classrooms</li> </ul>	<p>Yes</p>	<p>1:4</p>	<p>4</p>	<p>NS</p>



<b>Using staff with groups</b>	Staff and Students Risk of infecting other bubbles	4:4	16	<ul style="list-style-type: none"> <li>Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally two metres from other adults. Again, we recognise this is not likely to be possible with younger children and teachers.</li> <li>Staff should stay with their class where possible. HLTAs and cover staff will be timetabled to remain with a class for the day whenever possible. 2m space provided at the front of all classrooms.</li> <li>Key staff will be HLTAs timetabled to cover the same class for the day where possible.</li> </ul>	Yes	1:4	4	NS
<b>MANAGING THE SCHOOL DAY</b>								
<b>Staggered timings</b>	Staff, Parents and Students If bubbles mix, increased chance of virus spreading and creating	3:4	12	<ul style="list-style-type: none"> <li>Rolling start to the school day 8.35-8.50am. Parents to be encouraged to drop the children at the gate and go.</li> <li>Slightly staggered end of day. Year 6 encouraged to go home independently.</li> <li>Families from Oakwood access via the field gate</li> </ul>	Yes	1:4	4	NS

	difficulties with track and trace							
<b>Before and after school</b>	Staff, Parents and Students  If bubbles mix, increased chance of virus spreading and creating difficulties with track and trace	3:4	12	<ul style="list-style-type: none"> <li>Letter to parents about start and end of school day and other procedures</li> <li>Hand sanitiser at the gate for pupils and zip bags will be available for pupils to place masks in. All children will wash / sanitise their hands as they enter the school</li> </ul>	Yes	1:4	4	NS

**CONTINGENCY PLANS**

<b>Who needs to be informed of any special measures?</b>	Staff and Students  Confusion of who needs to be informed	N/A	N/A	Sigma Trust continuity plan to be circulated	Yes	N/A	N/A	??
<b>How do we decide if our school should close again?</b>	Staff and Students  Loss of educational time	N/A	N/A	Decision to be made by HT and CEO based on local circumstances and following Covid_19 continuity plan	Yes	N/A	N/A	NS/CEO

<b>Who will be responsible for closing the school?</b>	Staff and Students  Loss of educational time	N/A	N/A	Sigma CEO in consultation with headteacher and trustees	Yes	N/A	N/A	NS/CEO
<b>How can parents and carers be informed of any issues/closure?</b>	Parents of Students  Lack of communication is process is not in place	3:2	6	Contact details constantly updated	Yes	1:2	2	NS
<b>Are you prepared for remote learning in case of any issues/closure?</b>	Staff and Students  Not having access to correct equipment, impacting education	4:3	12	Google Classroom has been used very effectively during Jan / Feb lockdown and this will be reviewed and next step developments identified. Good capacity to move whole classes to remote learning and supply Chromebooks. Small groups of pupils isolating will be more of a challenge due to staff capacity.	Yes	1:3	3	NS
<b>Will the school be able to open if there are multiple staff absences?</b>	Staff and Students	4:3	12	<ul style="list-style-type: none"> <li>With shielding staff and long term sickness, cover is tight, but we are looking to expand capacity through temporary contracts. Multiple staff trained to level 3 in safeguarding. First aid training has been renewed where possible.</li> </ul>	Yes	1:3	3	NS

	Lack of staff causing loss of education time			<ul style="list-style-type: none"> <li>• Induction guidance will be written for the limited number of visitors etc</li> <li>• We will not be using parents or volunteers to supervise children.</li> <li>• Curriculum planning includes alignment of in-school and remote offer, where appropriate.</li> </ul>				
<b>Is your school suitably equipped?</b>	Staff and Students Not having the correct PPE	4:4	16	<ul style="list-style-type: none"> <li>• Continue to monitor stock levels</li> <li>• Proposed change to shift patterns for site staff to accommodate onsite refresh cleaning.</li> <li>• Deputy site manager 8am-2pm including refresh cleaning of toilets</li> <li>• PPE is sufficient for now.</li> </ul>	Yes	1:4	4	NS/MB
<b>SAFEGUARDING AND STUDENTS</b>								
<b>Is the school able to comply with the requirements of the current DfE advice on Safeguarding?</b>	Students Safeguarding not being adequate	3:4	12	<ul style="list-style-type: none"> <li>• Safeguarding and child protection policies reviewed and updated with any addendums clear</li> </ul>	Yes	1:4	4	NS
<b>Is the school able to comply with the requirements of KCSIE 2020 which remains in place until further notice?</b>	Students Safeguarding not being adequate	3:4	12	<ul style="list-style-type: none"> <li>• Updates shared with staff through staff briefings etc</li> </ul>	Yes	1:4	4	NS
<b>Health conditions</b>	Staff and Students	4:3	12	Conditions etc updated through weekly contact with families. First aid training is updated where needed.	Yes	1:3	3	NS

	Risk of not having up to date health condition information							
<b>Ensure EHC plans can be delivered</b>	Students Plans being incorrect	3:3	9	EHCs are up to date and one plans reviewed	Yes	1:3	3	NS
<b>Are 'vulnerable' students and children of key workers still suitably catered for in your plans?</b>	Students Safeguarding and education could be impacted if correct plans are not in place	3:4	12	Preparation for school opening includes high engagement with vulnerable pupils in school and at home to prepare them for the return of all pupils. Particular challenges discussed with Ed Psych.	Yes	1:3	3	NS
<b>Is the school able to support students with any mental health issues which are very likely to occur at any time during this process?</b>	Students Mental health of students could suffer	4:4	16	<ul style="list-style-type: none"> <li>• Another learning mentor and teacher are being trained in mental health first aid</li> <li>• Teachers trained in TPP with plan to roll out to LSAs</li> <li>• Employee Assistance Programme (EAP) provision available for all staff</li> <li>• Staff will signpost families to resources eg <a href="https://essexfamilywellbeing.co.uk/">https://essexfamilywellbeing.co.uk/</a></li> <li>• There will be a focus on informal assessment to support planning for the summer term, including a restoration curriculum.</li> </ul>	Yes	1:4	4	NS

				<ul style="list-style-type: none"> <li>Teachers are using planning tools that reference previous years' teaching objectives.</li> <li>Pastoral team has been re-organised so one member works with each year group, to build relationships etc.</li> <li>Clubs, including breakfast club will be planned for the summer term.</li> </ul>				
<b>Are there any issues associated with monitoring the internet usage etc in the school?</b>	Students Safeguarding concern if correct measure are not in place	4:4	16	<ul style="list-style-type: none"> <li>Filtering in place</li> <li>Internet safety will be a focus of the computing curriculum</li> </ul>	Yes	1:4	4	Central IT Team
<b>Is the school able to deliver interviews, transition sessions, open days, parents evenings etc?</b>	Students and Parents/Carers Insufficient or inadequate information being given	4:3	12	<ul style="list-style-type: none"> <li>New family enquiries will be dealt with by phone calls in the first instance.</li> <li>Considering remote meeting for new parents.</li> </ul>	Partially yes – Considering remote meetings	1:3	3	NS
<b>Coronavirus related behaviour incidents</b>	Staff and Students Risk of infection	4:4	16	<ul style="list-style-type: none"> <li>Behaviour policy reviewed and updated with any addendums clear</li> <li>Risk assessments will be completed for high risk children.</li> </ul>	Yes	2:4	8	NS

<p><b>Check any outstanding student issues</b></p>	<p>Staff and Students Sanctions being incorrect or unsatisfactory</p>	<p>3:3</p>	<p>9</p>	<p>Staff training for re-opening on supporting pupils' re-attachment and focusing on what the children are doing well.</p>	<p>Yes</p>	<p>1:3</p>	<p>3</p>	<p>NS</p>
<p><b>Considering mentoring</b></p>	<p>Students Unsatisfactory support</p>	<p>3:3</p>	<p>9</p>	<p>Pastoral team are allocated specific year groups</p>	<p>Yes</p>	<p>1:3</p>	<p>3</p>	<p>NS</p>
<p><b>FIRST AID, MEDICAL AND EMERGENCIES</b></p>								
<p><b>First Aid and Medical provision</b></p>	<p>Staff and Students Inadequate medical assistance being given</p>	<p>4:5</p>	<p>20</p>	<ul style="list-style-type: none"> <li>• We have 12 staff trained in emergency first aid and 2 have completed the 'first aid at work' training</li> <li>• One member of staff has paediatric first aid training and one needs to renew their qualification.</li> <li>• Several MDAs also have completed a 'playground' first aid course.</li> <li>• Some of other staff training has been updated in the autumn term.</li> <li>• Pregnant staff risk assessments completed as relevant – staff in 3<sup>rd</sup> trimester are not required to work in school</li> </ul>	<p>Yes</p>	<p>1:5</p>	<p>5</p>	<p>NS</p>

				<ul style="list-style-type: none"> <li>Shielding staff are not to return to work at present</li> <li>All other staff are expected to work, with procedures shared to highlight need for social distancing between adults, need for ventilation etc.</li> </ul>				
<b>PREGNANT STAFF</b>								
<b>Pregnant staff</b>	Staff  Harm to member of staff or unborn baby	4:5	20	<ul style="list-style-type: none"> <li>Risk assessments completed for pregnant staff and those in their 3<sup>rd</sup> trimester are working from home.</li> </ul> <p><b>For individuals less than 28 weeks pregnant with no underlying health conditions:</b></p> <ul style="list-style-type: none"> <li>Employers should carry out a workplace risk assessment</li> <li>Pregnant staff should only continue to work if risk assessment advises it is safe to do so</li> <li>Employers should remove/manage any risks – if this cannot be done, alternative work should be provided, or other arrangements made, or they should be suspended on paid leave</li> </ul>	Yes	1:5	5	NS



				<ul style="list-style-type: none"> <li>In the workplace, these staff should be able to adhere to active national guidance</li> <li>Advice on suspension can be found <a href="#">here</a></li> </ul> <p><b>For individuals more than 28 weeks pregnant or with underlying health conditions:</b></p> <ul style="list-style-type: none"> <li>Employers should make sure these staff are able to adhere to any active national guidance</li> <li>Employers should consider how to redeploy staff and how to maximise the potential for homeworking</li> </ul> <p>Where adjustments can't be made, staff should be <u>suspended on paid leave</u></p>				
<b>TEST AND TRACE</b>								
<b>Test and Trace</b>	Staff, Students and Parents/Carers  Unknown contact with somebody that has the virus	4:3	12	<ul style="list-style-type: none"> <li>School has Track and Trace QR code</li> <li>School, is promoting lateral flow testing for parents</li> </ul>	Yes	2:3	6	NS
<b>What are the requirements for a school</b>	Staff and Students	N/A	N/A	<p>🔗 For primary schools, all pupils will return on 8 March and staff will continue to take 2 rapid results tests each week at home.</p>	N/A	N/A	N/A	N/A

regarding testing?				<a href="#">More guidance here.</a>				
<b>FOOD AND NUTRITON/HEALTH/DIETARY REQUIREMENTS AND SAFETY</b>								
<b>Catering and free school meals</b>	Students Not being catered for	3:4	12	Hot and cold meals will be offered daily, served to children in their classrooms.	Yes	1:3	3	NS
<b>Can food hygiene and nutritional requirements be kept to?</b>	Students Not receiving nutritional meals impacting health	3:4	12	<ul style="list-style-type: none"> <li>The offer will be slightly amended, to ensure that quality food can be served to the classrooms</li> <li>School has assistance from LBA safety who audit the menus for nutrition.</li> </ul>	Yes	1:4	4	Catering manager
<b>Dietary requirements</b>	Students Risk of allergic reaction to unsuitable foods	3:5	20	<ul style="list-style-type: none"> <li>All dietary requirements will be met.</li> <li>Allergen information for all students collated from parents/carers</li> </ul>	Yes	1:5	5	NS Catering Manager
<b>Queuing arrangements</b>	Students Misbehaviour and bubble mixing	4:3	12	Lunches will be served in classrooms to avoid queuing and the use of shared spaces.	Yes	1:3	3	NS Catering Manager
<b>Equipment</b>	Students and Staff Incorrect equipment enhancing risk	4:4	16	<ul style="list-style-type: none"> <li>PPE is available to staff. MDAs must wear a mask indoors unless exempt</li> </ul>	Yes	1:4	4	NS

<p><b>Is food waste able to be disposed of/collected at suitable intervals?</b></p>	<p>Staff and Students  Risk of rodents and waste food being incorrectly stored</p>	<p>4:3</p>	<p>12</p>	<ul style="list-style-type: none"> <li>• Failure to dispose of food waste suitably, or delays to collections may lead to a build-up which attracts vermin.</li> <li>• Procedure as normal – weekly food waste and general waste collections</li> </ul>	<p>Yes</p>	<p>1:3</p>	<p>3</p>	<p>MB</p>
<p><b>SAFE TEACHING PRACTICE</b></p>								
<p><b>Social distancing in the classroom</b></p>	<p>Staff and Students  Greater risk of infection</p>	<p>4:4</p>	<p>16</p>	<p>Timetables are adjusted so all class bubbles have dedicated play areas and there is a comprehensive timetable of PE and other activities to ensure a balanced curriculum while social distancing is observed. For classroom arrangements see the hygiene and infection control section.</p>	<p>Yes</p>	<p>1:4</p>	<p>4</p>	<p>NS</p>
<p><b>Staff / Student ratios</b></p>	<p>Staff and Students  Unsafe teaching and learning environment</p>	<p>4:4</p>	<p>16</p>	<ul style="list-style-type: none"> <li>• There is some capacity through use of HLTAs for cover and (limited) potential for redeployment of LSAs to support high needs students</li> <li>• Each room has been assessed for number of pupils that can safely use space</li> </ul>	<p>Yes</p>	<p>1:4</p>	<p>4</p>	<p>NS</p>
<p><b>Supply teachers and other temporary staff or peripatetic teachers</b></p>				<ul style="list-style-type: none"> <li>• There will be some sports coaches and peripatetic teachers. They will be expected to adhere to strict social distancing and will be provided with guidelines for infection control at Alton Park.</li> </ul>				

	Staff, External Staff and Students  Risk of infection by not knowing school procedures	4:4	16	<ul style="list-style-type: none"> <li>All external staff will be vetted and undertake induction which includes school Coronavirus procedures</li> </ul>	Yes	1:4	4	NS
<b>Deployment of ITT trainees and engagement with schools</b>	Staff, External Staff and Students  Risk of infection by not knowing school procedures	4:4	16	<ul style="list-style-type: none"> <li>ITT trainees can continue to go into their host school or college on placement. Trainees who go to their placement should be offered coronavirus (COVID-19) testing in the same way other school staff are. They are expected to follow all control measures put in place by host schools.</li> <li>ITT trainees are working in school and are part of the staff testing regime.</li> </ul>	Yes	1:4	4	NS
<b>Practical lessons</b>	Staff and Students  Greater risk of infection if correct procedures aren't in place	4:4	16	<ul style="list-style-type: none"> <li>All practical equipment will be disinfected between classes. Equipment that cannot be disinfected will not be used.</li> <li>Some equipment will be allocated to a class for a 'theme' week eg maths, science, music, for use Monday - Thursday and then quarantine until the following Monday.</li> <li>SLT to review and monitor planning to ensure this is being adhered to.</li> <li>Reading books are being located with year groups to avoid any</li> </ul>	Yes	1:4	4	NS

				cross-infection between year groups				
<b>Music, Drama and Dance</b>	Staff and Student  Greater risk of infection if correct procedures aren't in place	4:4	16	<ul style="list-style-type: none"> <li>Singing will not be used in lessons unless outside</li> <li>Following Charanga music scheme which has developed lessons for teaching music safely</li> <li>Music lessons will take place in classrooms as music room cannot be used by mixed age groups.</li> <li></li> <li>The dance teacher will work in the hall which is well ventilated, adhering to all guidance</li> <li>Schools have the flexibility to decide how music, dance and drama will be provided to pupils attending school while following the measures in their system of controls.</li> <li>Schools should take particular care 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 correction by teachers and contact between pupils in dance and drama.</li> <li>Additionally, schools should keep any background or</li> </ul>	Yes	1:4	4	NS

				<p>accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones. If they are shared, follow the guidance on handling equipment.</p> <ul style="list-style-type: none"> <li>• Playing instruments and singing in groups should take place outdoors wherever possible.</li> <li>• Singing, wind and brass playing should not take place in larger groups. In the smaller groups where these activities can take place, schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists.</li> <li>• Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible.</li> <li>• Avoid sharing equipment wherever possible. Place name labels on equipment to help identify the designated user, for</li> </ul>				
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				example, percussionists' own sticks and mallets.				
<b>PE, Games and Sport</b>	Staff and Students Greater risk of infection if correct procedures aren't in place	4:4	16	<ul style="list-style-type: none"> <li>PE planned for outdoors where possible - mostly on the field to allow for strict timetabling of playtimes on the playground.</li> <li>Visiting coaches will be engaged for outside sports lessons.</li> <li>Sports coaches will be provided with disinfectant to clean equipment and will be expected to maintain 2m distance from others.</li> <li>PE lessons inside will be timetabled across both halls, allowing for good ventilation and complete air replacement between groups.</li> </ul>	Yes	1:4	4	NS
<b>Pre- and After-School clubs</b>	Students Not being able to attend clubs	4:2	8	Breakfast and after school provision will be planned for after the Easter break, following relevant guidelines.	Yes – From Easter	1:2	2	NS
<b>Ensure all statutory checks on equipment / machinery are made prior to use</b>	Staff and Students Unsafe site if checks are not in place	4:4	16	<ul style="list-style-type: none"> <li>Ensure that any statutory tests which are required and are due/overdue are delivered before any equipment / machinery is used.</li> <li>Put the machinery / equipment out of use and inform all staff until this is delivered.</li> <li>Ensure records are kept.</li> </ul>	Yes	1:4	4	MB

<p><b>Ensure visual checks on equipment / machinery are made prior to every use</b></p>	<p>Staff and Students</p> <p>Unsafe teaching and learning environment if checks are not in place</p>	<p>4:4</p>	<p>16</p>	<ul style="list-style-type: none"> <li>• Checks to be made by staff using equipment as per standard practice</li> <li>• Machinery or equipment which has not been used in a while must be checked to ensure it is usable, ideally by a competent person for using that piece of equipment. This may be true for many practical departments such as science, PE, DT, Art, Drama or Music.</li> </ul>	<p>Yes</p>	<p>1:4</p>	<p>4</p>	<p>Staff using equipment</p>
<p><b>Movement between lessons and breaks</b></p>	<p>Staff and Students</p> <p>Unsafe environment if correct procedures not in place</p>	<p>4:3</p>	<p>12</p>	<ul style="list-style-type: none"> <li>• Children will remain in classrooms as far as possible, with breakout spaces identified adjacent to each class. Classes to be supervised when moving to break and lunch, using agreed exit doors etc.</li> <li>• Children will be supervised when visiting the toilet blocks and there will be supervised socially distanced outside queues at playtime. Everyone will be reminded with signage to keep to the left in corridors.</li> <li>• Staff are advised to wear face coverings at all times in the school building when not in the classroom.</li> </ul>	<p>Yes</p>	<p>1:3</p>	<p>3</p>	<p>NS</p>

**FIRE AND LOCKDOWN**





<p><b>Compliance checks are made prior to reopening</b></p>	<p>Staff, visitors and students.  Risk of alarm not functioning correctly during an evacuation event causing harm to building users</p>	<p>3:5</p>	<p>15</p>	<ul style="list-style-type: none"> <li>• All alarms (including fire alarms and accessible-toilet alarms) should be tested prior to students returning to the facility.</li> <li>• The records of staff fire marshals, etc., should be updated to include information regarding staff who have left since the spring term.</li> <li>• If alarm maintenance was scheduled but cancelled due to the lockdown, this must be rescheduled and completed before a full reopening.</li> <li>• A full test of any emergency lighting systems should be undertaken.</li> </ul>	<p>MB to confirm all checks have been completed etc</p>	<p>1:5</p>	<p>5</p>	<p>MB</p>
<p><b>Revised fire and lockdown procedures</b></p>	<p>Staff, visitors and students.  Risk of harm if correct procedures not in place</p>	<p>4:5</p>	<p>20</p>	<ul style="list-style-type: none"> <li>• Procedures remain unchanged as classes would use the same exits set out in existing plans.</li> <li>• Reminders will be made to staff about social distancing of class bubbles during evacuation procedure.</li> </ul>	<p>Yes</p>	<p>1:5</p>	<p>5</p>	<p>NS</p>
<p><b>Fire and lockdown drills</b></p>	<p>Staff and Students  Risk of harm if procedures are not known</p>	<p>4:5</p>	<p>20</p>	<ul style="list-style-type: none"> <li>• Confirm Fire Evacuation / Lockdown procedures have been reviewed and shared with staff and pupils</li> <li>• A fire drill will be carried out</li> </ul>	<p>Yes – Pending fire drill</p>	<p>1:5</p>	<p>5</p>	<p>NS/MB</p>
<p><b>PEEPs</b></p>	<p>Staff and Students</p>	<p>4:5</p>	<p>20</p>	<p>No pupils currently with PEEP  Review will be undertaken if member of staff or student requires a PEEP</p>	<p>Yes</p>	<p>1:5</p>	<p>5</p>	<p>NS to Review</p>

	Risk of harm and confusion if PEEPs not in place							
<b>PREMISES COMPLIANCE</b>								
<b>Ensure unused areas of the building are not able to be accessed by unauthorised persons</b>	Staff, visitors and students. Safeguarding/ Security Risk	4:4	16	Security of unused blocks or rooms should be checked regularly to ensure that roving staff or students are not able to access areas which are not being actively kept safe or are not being supervised as they are closed for use.	Yes All areas in use	1:4	4	NS/MB
<b>Audits</b>	Staff and Students Audits not being correctly implemented	3:3	9	Audits, along with all other visiting contractors will be arranged for out of hours and managed by Site Manager	Yes	1:3	3	MB
<b>Handsam tasks</b>	Staff, visitors and students. School environment may become unsafe if checks not completed.	3:4	12	<ul style="list-style-type: none"> <li>Ensure that any Handsam tasks which were not able to be delivered during the lockdown period are rescheduled to a suitable date.</li> <li>Site manager to check Handsam tasks are completed – Report incomplete tasks to Head Teacher</li> </ul>	MB to check and report back to NS	1:4	4	MB
<b>VENTILATION</b>								

<p><b>Ventilation</b></p>	<p>Staff, visitors and students.</p> <p>Poorly ventilated areas will increase the potential for infection</p>	<p>4:3</p>	<p>12</p>	<ul style="list-style-type: none"> <li>• Staff are asked to ventilate their rooms suitably to assist with COVID-19 prevention measures HSE guidance states all windows should be open circa 6 inches for at least 15 minutes of each one hour period. This could take place at break, allowing less time with the room occupied by people who then become cold.</li> <li>• Simple steps, such as partially opening windows, can be taken to ensure ventilation is maintained. <a href="#">Natural ventilation</a> can be used with heating systems to maintain a reasonable temperature in the workplace.</li> <li>• Singing, shouting and aerobic activities generate higher levels of aerosol and increase the risk further, so consider these factors when ensuring you have adequate ventilation. Ventilation procedure, including the use of air con set out in staff operating procedures</li> </ul>	<p>Yes</p>	<p>2:3</p>	<p>6</p>	<p>NS</p>
<p><b>SECURITY</b></p>								
<p><b>Ensure the security of the school is suitable and sufficient at all times</b></p>	<p>Staff and Students</p> <p>Safeguarding and harm if correct</p>	<p>4:4</p>	<p>16</p>	<ul style="list-style-type: none"> <li>• School has automatic gates and access control throughout the site.</li> <li>• CCTV coverage on external areas which can be reviewed</li> </ul>	<p>Yes</p>	<p>1:4</p>	<p>4</p>	<p>NS/MB</p>


	procedures not in place			<ul style="list-style-type: none"> <li>All contractor vetted before works undertaken and reception informed of any contractors due on site.</li> <li>Security arrangements will be tighter re front pedestrian gate, as access to the office by visitors will be limited.</li> </ul>				
<b>ADMINISTRATION</b>								
<b>Is the school able to deliver the administrative requirements both internal and external?</b>	Staff, Students and Parents/Carers  Correct duties not being undertaken due to staff shortage	3:3	9	There is sufficient office space and staffing and the potential for admin staff to work from home. Second member of reception staff to work in the finance and tech room outside of peak times.	Yes	1:3	3	NS
<b>Continued home working</b>	Staff and Students  Risk of passing on infection if staff and students return to site while carrying virus	4:4	16	<ul style="list-style-type: none"> <li>Office staff will work from home on a rota.</li> <li>Pupils, staff and other adults must not come into the school if: <ul style="list-style-type: none"> <li>they have one or more coronavirus (COVID-19) symptoms</li> <li>a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms</li> <li>they are required to quarantine having recently visited countries outside the Common Travel Area</li> <li>they have had a positive test</li> </ul> </li> </ul>	Yes	1:4	4	NS

				<ul style="list-style-type: none"> <li>• They must immediately cease to attend and not attend for at least 10 days from the day after: <ul style="list-style-type: none"> <li>• the start of their symptoms</li> <li>• the test date if they did not have any symptoms but have had a positive test</li> </ul> </li> <li>•  Some roles, such as some administrative roles, may be conducive to home working, and schools should consider what is feasible and appropriate.</li> <li>• Ensure risk assessments are in place and are signed by home workers. See Handsam Quick Guide <a href="#">RAS36 Risk Assessment Working from Home</a>.</li> <li>•  See <a href="#">further guidance</a>.</li> </ul>				
<b>CONTRACTORS, SUPPLY AND PERIPATETIC STAFF</b>								
<b>Check the status of all school suppliers / contractors</b>	Staff and Students Safeguarding and infection Risk	4:4	16	<ul style="list-style-type: none"> <li>• Check all contractor requirements prior to visiting site - to be managed by Site Manager</li> <li>• All unessential visits to take place outside of normal school hours</li> <li>• Reception and Head Teacher informed of all contractor visits</li> </ul>	Yes	1:4	4	MB
<b>Plan for supplier / contractor site visits</b>	Staff and Students Safeguarding and infection Risk	4:4	16	<ul style="list-style-type: none"> <li>• Process includes taking full contact details and specific arrival time and plan for visit (who, where, duration)</li> <li>• Visits to be out of hours where possible. Contractors to share Covid working practice statement before visit.</li> </ul>	Yes	1:4	4	MB

				<ul style="list-style-type: none"> <li>Site Manager to review documents and schedule visits to ensure social distancing and safety</li> <li>All unessential visits to take place outside of normal school hours</li> </ul>				
<b>Plan for supplier / contractor failure</b>	Staff and Students Unsafe school environment	3:4	12	Schools to contact Trust Estates Team in the event of a contractor becoming unable to deliver a key service or statutory inspection for support	Yes	1:4	4	NS/MB Central Estates Team
<b>Dealing with supply and peripatetic staff</b>	Staff, External Staff and Students Risk of infection by not knowing school procedures	4:4	16	.Peripatetic music teacher to provide lessons in bubble groups or 1:1 in music room. Speech therapist will be given specific room and expected to disinfect surfaces between pupils.	Yes	1:4	4	NS
<b>TRIPS, FIXTURES AND TRAVEL ARRANGEMENTS</b>								
<b>Travel to and from school at the beginning and end of the school day</b>	Staff and Students Greater risk of infection if correct procedures not in place	4:4	16	<ul style="list-style-type: none"> <li>People aged 11 and over must wear a face covering when travelling on public transport. In accordance with advice from PHE, they must also wear a face covering when travelling on dedicated transport to secondary school. People who are exempt do not need to wear a face covering.</li> <li>Ensure that travel arrangements for students who rely on school buses and public transport is available and suitable.</li> </ul>	Yes	2:4	8	NS

				<ul style="list-style-type: none"> <li>Advise all to restrict use of public transport (very little use currently). School minibus will not be used for bringing children to school initially. This will be reviewed in April</li> <li>Guidelines to parents will include instructions to 'drop and go' at start of school day and to remain distanced on playground when collecting. School is promoting year 6 and 5 travelling to and from school independently.</li> </ul>				
<b>Collection by a parent</b>	<p>Staff and Students</p> <p>Greater risk of infection if correct procedures not in place</p>	3:4	12	<ul style="list-style-type: none"> <li>See hygiene and infection section above</li> <li>A child awaiting collection will be placed in the deputy's office if they are symptomatic and be supervised by a member of staff who will use PPE if the child needs practical care.</li> <li>If the child needs the bathroom, they will use one of the year 3 toilets which will then be placed out of order until it has been cleaned.</li> <li>The child will be escorted out through the main entrance where automatic doors mean there will be no need to touch any surfaces and social distancing can be maintained.</li> </ul>	Yes	1:4	4	NS

<b>School transport</b>	Staff and Students  Risk of harm if minibus is not correctly maintained	4:5	20	<ul style="list-style-type: none"> <li>• Safety checks on minibus maintained. Use of minibus will be reviewed in April</li> <li>• N.B Changes have been made to the MOT regulations, see <a href="#">guidance</a>. However, vehicles must always be roadworthy.</li> <li>• Pupils should not board home to school transport if they, or a member of their household, has had a positive test result or has symptoms of coronavirus (COVID19).</li> <li>• vehicles wherever possible.</li> </ul>	Yes	1:5	5	MB
<b>School Trips</b>	N/A	N/A	N/A	No trips currently planned	NS to review when trips take place	N/A	N/A	NS
<b>School fixtures</b>	N/A	N/A	N/A	No fixtures currently planned	NS to review when trips take place	N/A	N/A	NS

<b>Responsible person name:</b>		<b>Signature:</b>		<b>Date:</b>	
<b>SMT/SLT name:</b>	N. Sirett	<b>Signature:</b>		<b>Date:</b>	4/3/21



Please rate the **Risk Severity** and the **Risk Likelihood** using the below table both before and after the Control Measures.

		Risk Likelihood				
R i s k S e v e r i t y	Total Risk calculation table	1: Near impossible	2: Unlikely	3: Notable chance	4: Likely	5: Almost certain
	1: Insignificant	1	2	3	4	5
	2: Minor injuries	2	4	6	8	10
	3: Notable injuries	3	6	9	12	15
	4: Major injuries	4	8	12	16	20
	5: Fatal	5	10	15	20	25

**Likelihood and severity** form a ratio created by taking the number affixed to the relevant level of each in the white box – for example a “near impossible” risk likelihood and “minor injuries” risk severity would form a ratio of 1:2. These figures are then multiplied to form the inherent risk score, in this case 2. Repeat this process to ascertain your **remaining likelihood and severity** after control measures and then multiply the ratio to find your residual risk score.

**Risk Rating Calculation**

**Total Risk = Remaining Risk Severity X Remaining Risk Likelihood**

A **Total Risk** score of **1-9** should mean you are safe to undertake the activity as long as the required control measures are in place throughout.

A **Total Risk** score of **9-12** should mean you reconsider control measures, method or even necessity of activity before undertaking it.

A **Total Risk** score of **13-25** should mean you do not undertake the activity at all until you have completely reconsidered how to deliver it safely.

**Please Also Note**

**All risk assessments should be approved and signed by SMT/SLT/line management as appropriate.**

**All accidents and incidents must be recorded in line with the school/academy's policy.**

**Also report near misses – not just accidents or incidents.**