



## Risk Management Assessment Report (Primary) Centre:

Risk Area:	General
Assessment Framework:	COVID-19
Work Area or Activity:	Re-opening schools March 8 <sup>th</sup> 2021
Competent Person:	Viv Laity
Assisted by:	Rob Hamshar
	Michelle Brant
Groups Affected:	Parents/guardians
	Pupils
	Staff members
Notes:	Full opening March 8th 2021

Assessment date:	26/05/2021	Risk Rating:	Below 9 – Low Risk 9 to 14 – Medium Risk 15 or above – High Risk
Review date:	0 or as required		

We must protect people from harm, this includes taking reasonable steps to protect staff, pupils and visitors from coronavirus. This is called a COVID-19 risk assessment and it'll help you manage risk and protect people. You must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk

When completing your assessment make sure you talk to staff and their representatives to explain the measures you are taking. They can also provide valuable information on how you could control the risks. You can use this document to help you make sure you have covered what you need to keep staff, pupils and others safe. Once you have completed your risk assessment you will also have to **monitor** to make sure that what you have put in place is working as expected.

What are the Hazards?	What are the controls?	Are these controls in place?	What further actions need to be considered?	Who needs to carry out the action?	When is the action needed by?	Risk Findings
Plan how the whole school will be accommodated						
Premises not checked to ensure it is safe to remain open	<ul style="list-style-type: none"> <li>All statutory compliance inspection and testing to be continued</li> <li>All contractors to be sent our <i>Guidance for Contractors</i> document</li> <li>Where possible contractors to attend out of school hours</li> <li>If attendance is required a mask must be worn on site</li> <li>Any work undertaken will be under the strict guidance of our HT or H &amp; S coordinator.</li> </ul>	Yes	Remind staff on duty in school of updated procedures for contractors/visitors to site	VL	Ongoing	Severity: 3 Likelihood:1 Risk Rating:3
Plans are not in place to identify adequate staffing levels (taking age and needs of pupils into account) and associated resources for each bubble.	<ul style="list-style-type: none"> <li>SLT and Premises Manager to review school site and specify entry/exit points and classroom use</li> <li>All children will be accommodated in school on any given day: One teacher overseeing each bubble: one TA per 'bubble' and additional TA support for EHC children as necessary</li> <li>DSL available on site or on call at home</li> <li>The classrooms will be fully utilised for each group and reorganised to allow front facing desks</li> <li>HT/SLT to monitor/review impact of plan</li> </ul>	Yes	Before & after school club bookings on Schoolcomms reviewed on a regular basis staffing adjusted as necessary	RH AL MB VL	Daily Weekly	Severity: 3 Likelihood:1 Risk Rating:3
Moving and handling of furniture to facilitate social distancing	<ul style="list-style-type: none"> <li>If required, school team to move furniture following <i>Manual Handling Operations Regulations 1992 (as amended)</i> (MHOR) and a suitable risk assessment.</li> </ul>	Yes	Procedures circulated to staff	VL	Ongoing	Severity: 3 Likelihood: 2 Risk Rating: 6
Classroom and timetable arrangements do not allow for all pupils to attend in line with guidance	<ul style="list-style-type: none"> <li>Agree new timetables and confirm arrangements for each bubble to allow for reduced interaction between children. Movement of children between bubbles prohibited.</li> </ul>	Yes	Staff timetables adjusted weekly.  Up to date procedures circulated to staff verbally by Zoom (minuted)& by	RH MB/VL	Weekly  08/03/21	Severity: 3 Likelihood:2 Risk Rating:6

	<ul style="list-style-type: none"> <li>• Bubble size and numbers reviewed through daily planning. Keeping bubbles to an appropriate size as agreed by the school in line with available staff and resources.</li> <li>• Classrooms re-modelled, with chairs and desks front facing and spaced to allow for social distancing as age appropriate</li> <li>• Clear signage displayed in classrooms promoting social distancing.</li> <li>• Hand washing facilities identified for each bubble</li> <li>• Arrangements in place to support pupils when not at school with remote learning at home.</li> <li>• Bubbles stay together with their teachers/TA's and do not mix with other bubbles</li> <li>• Handwashing supervision in place.</li> <li>• Consideration of staffing changes to cover absence.</li> <li>• Encourage use of outdoor space, weather dependent</li> <li>• Children to have lunch in the designated 'bubble' classrooms</li> </ul>		<p>email All staff to read Core Control measures' &amp; updated RA before returning to school.</p> <p>Monitor/review impact of plan</p>	<p>MB/VL</p> <p>SLT</p>	Weekly	
Social Distancing not maintained during physical activities (PE etc.)	<ul style="list-style-type: none"> <li>• PE sessions will follow current afPE Guidance Document: <i>COVID-19: Interpreting the Government Guidance in a PESSPA Context</i></li> <li>• Pupils will be kept in their designated groups. Physical distancing will be maximised.</li> <li>• PE to be outdoors where possible.</li> <li>• Equipment will be cleaned before and after use or used on a rotational basis</li> <li>• Contact sports will not take place</li> </ul>	Yes	<p>Ensure/remind on site staff of current guidelines- Circulate up to date Core control measures &amp; Primary RA</p> <p><b>Rotate toys/equipment</b> – Resources that are shared between groups, such as sports, art and science equipment should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics)</p>	RH KE	Ongoing	<p>Severity:3 Likelihood:2 <b>Risk Rating:4</b></p>

			between use by different bubbles			
Content and timing of communications to parents and carers						
<b>Lack of information to Parents and carers of the health and safety requirements for the reopening of the school</b>	<ul style="list-style-type: none"> <li>As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools.</li> <li>Advice is made available to parents on arrangements testing for COVID-19</li> <li>Clarify arrangements for pick-up/drop-off and break times</li> </ul>	Yes	Letter sent to parents via schoolcomms re-iterating return to school procedures for ALL children	RH/MB	08/03/21 Update as necessary	Severity:3 Likelihood:2 Risk Rating:6
Lack of information to Parents and carers of their responsibilities should a child show symptoms of COVID-19	<ul style="list-style-type: none"> <li>Key messages in line with government guidance will be reinforced on a regular basis via the school newsletter and the school's website</li> <li>Clear procedures in place where a child falls ill whilst at school</li> <li>Ensure contact details of families are up to date</li> </ul>	Yes	Regular articles in school newsletter	RH	ongoing	Severity:3 Likelihood:2 Risk Rating:6
Communications with parents/carers about expectations that must be followed to support pupils and keep the school community safe are not clear or in place	<ul style="list-style-type: none"> <li>Clarity around attendance expectations will be communicated via school newsletter/website. In particular, when COVID-19 is a risk factor within the family</li> <li>Parents understand the 'Test &amp; Trace' requirements</li> <li>Engagement of appropriate services for families not engaging</li> </ul>	Yes	Regular articles in school Newsletter  Reiterate the 'Test & Trace' procedure in the school newsletter	RH  DW	08/03/21 ongoing	Severity:3 Likelihood:2 Risk Rating:6
The school day (This section should be considered in conjunction with <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a> )						
The start and end of the school day create risks of breaching social distancing guidelines	<ul style="list-style-type: none"> <li>Arrangements are in place for parents and guardians to collect and drop off students following 2-meter separation guidelines</li> <li>Different entrances/exits are identified and used for the bubbles</li> </ul>	Yes	Staff on duty am/pm	RH	08/03/21  Ongoing	Severity:3 Likelihood:2 Risk Rating:6

	<ul style="list-style-type: none"> <li>• Staff and pupils are briefed to identify which entrances, exits and circulation routes to use</li> <li>• A plan is in place for managing the movement of people on arrival to avoid groups of people congregating and parents are informed that gathering at school gates needs to be minimised</li> <li>• A plan is in place for the effective and safe hand over of very young children at the beginning and end of the session - particularly around issues of responding to young children who are showing signs of distress</li> </ul>		Continuous monitoring	Whole staff		
Staff may not fully understand their responsibilities if they or a child show symptoms of COVID-19	<ul style="list-style-type: none"> <li>• Key messages, in line with government guidance, are reinforced on a regular basis via email, online staff meetings and verbally</li> <li>• Clear procedures in place where a child falls ill whilst at school -FOLLOW ACTION CARD - government guidance</li> <li>• Ensure contact details of families are up to date</li> </ul>	Yes	Staff reminded of procedures via email & verbally on Zoom meetings St Hilary Core control measures read by all staff	RH VL	08/03/21 Ongoing	Severity:3 Likelihood:2 Risk Rating:6
Daily attendance registers for bubbles are not in place	<ul style="list-style-type: none"> <li>• Office staff responsible for completion of class daily attendance registers</li> <li>• Regular reporting and monitoring of online &amp; 'Bubble' attendance to DfE</li> </ul>	Yes	Delegate person responsible for bubble registers	RH AL VL	Ongoing	Severity:3 Likelihood:2 Risk Rating:6
Staff may not fully understand their responsibilities regarding dealing with injuries during school hours, e.g., break times FZ, BC	<ul style="list-style-type: none"> <li>• Qualified 'First Aider' on site each day</li> <li>• All bubbles will be issued with first aid kits and accident logbooks</li> <li>• Each bubble to take their own first aid kit outside for any activity (break time etc)</li> <li>• If additional medical assistance/advice is required staff to contact most senior qualified FA on site or phone emergency services</li> </ul>	Yes	Review daily timetables to ensure adequate qualified First Aid cover  Remind staff verbally & via Email of Key control measures for each 'Bubble'	RH  VL	26/02/21 Ongoing  08/03/21	Severity:3 Likelihood:2 Risk Rating:6
Provision of wrap around care						
The school is unable to provide wrap around care	<ul style="list-style-type: none"> <li>• Feasibility on continuation or reimplementation of wrap-around</li> </ul>	Yes	Ongoing pre-bookings	School office	01/03/21	Severity:3 Likelihood:2 Risk Rating:6

	provision: cover to be provided from 8am-5pm <ul style="list-style-type: none"> <li>• Consideration of use of space for food preparation and consumption</li> <li>• Communicate decisions to parents. Use of Schoolcomms system for bookings in advance to ensure staffing ratios can be maintained</li> </ul>		Inform parents that wraparound will commence on March 8 <sup>th</sup> 2021 & that sessions need to be booked via Schoolcomms  Breakfast Club/Funzone to resume as a paid offer; taking into account numbers to be at a safe and manageable level		Ongoing	
Safeguarding provision is needed in school to support children and consider any necessary changes and referrals as more children return to school including those with problems accessing the online offer Consider alongside: <a href="https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19">https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19</a>						
School safeguarding policy and procedures are not in place, including updated appendix to include arrangements for COVID-19	<ul style="list-style-type: none"> <li>• Safeguarding remains highest priority and policy is updated to reflect changes</li> <li>• All staff are briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school</li> <li>• All DSLs have swift access to advice from LA, MARU, school/health visitors and police</li> <li>• School to consider any changes to day-to-day health and safety policies including changes to evacuation arrangements depending on the use of classrooms, entry and exit points and Critical Incident and Lockdown procedures, factoring in social distancing requirements</li> <li>• Expectations to be shared with pupils in the event of the need to evacuate the building in an emergency</li> </ul>	Yes	School safeguarding procedures continually monitored for compliance	MB	Ongoing	Severity:3 Likelihood:1 Risk Rating:3
High risk of increased disclosures due to vulnerability of pupils	<ul style="list-style-type: none"> <li>• DSL capacity is factored into staffing arrangements, either on site or on call</li> <li>• SLT to monitor and support pupils wellbeing</li> <li>• School is aware of support through Early Help Hubs and other outside agencies</li> </ul>	Yes	Continue in school	RH MB VL	Ongoing	Severity:3 Likelihood:1 Risk Rating:3



School unable to meet full provision required in line with EHCP	<ul style="list-style-type: none"> <li>• <b>Review individual pupil's EHCP to consider what can reasonably be provided whilst in school &amp; include in an individual RA</b></li> <li>• <b>Where EHCPs have been adapted to make any allowances for the restrictions of COVID-19, these plans are reviewed to include the interim arrangements</b></li> <li>• <b>Support offered through LA SEND Team/Early Years Inclusion Support Service</b></li> <li>• <b>Any changes to provision will be communicated to parents &amp; RA shared</b></li> </ul>	Yes	<b>SENDCo communication with parents as needed</b>  <b>Flexible 1.1 support offered depending on needs</b>	MB	08/03/21  Ongoing	Severity:3 Likelihood:2 <b>Risk Rating:6</b>
Operational needs of school create insufficient resource to support ongoing learning offer for pupils who aren't attending school	<ul style="list-style-type: none"> <li>• New remote learning policy in place</li> <li>• School to liaise with parents &amp; provide IT equipment &amp; offer support as required</li> <li>• Access Early Help Hub support for those pupils affected by ICT poverty</li> </ul>	Yes	Continuous review	SLT	Ongoing	Severity:3 Likelihood:1 <b>Risk Rating:3</b>
<b>Content and timing of staff communications</b>						
Staffing levels can't be maintained	<ul style="list-style-type: none"> <li>• Contingency planning in place at appropriate levels, e.g., SLT, DSLs, first aid qualified staff</li> <li>• Chair of responsible body kept informed throughout</li> </ul>	Yes	Staffing reviewed weekly	RH MB AL	Weekly	Severity:3 Likelihood:1 <b>Risk Rating:3</b>
Identify staff unable to return to school	<ul style="list-style-type: none"> <li>• Staff who are CEV (clinically extremely vulnerable) are enabled to work from home using remote resources</li> <li>• All staff are assessed on an individual basis and a plan agreed until advice is changed</li> </ul>	Yes	Updated RA written for Staff who have been asked to shield	RH/MB	02/03/21	Severity:3 Likelihood:2 <b>Risk Rating:6</b>
Staff are insufficiently briefed on expectations	<ul style="list-style-type: none"> <li>• Staff receive weekly briefings on day-to-day school matters either by email or Zoom</li> <li>• Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders</li> </ul>	Yes	Remind staff -If CPR needs to be carried out, only chest compressions to be used & avoid rescue breaths unless it is deemed to be absolutely necessary. Full PPE should be	RH  VL	08/03/21	Severity:1 Likelihood:5 <b>Risk Rating:5</b>



	<ul style="list-style-type: none"> <li>• Flexible working arrangements needed to support any changes to usual working patterns are agreed</li> <li>• Staff workload expectations are clearly communicated</li> <li>• Schedule what staff training is needed to implement any changes that the school plans to make, either delivered remotely or in school</li> <li>• Revisit First Aid Procedures for CPR</li> </ul>		used-TBC via email (Key Control Measures doc) Remind staff to ensure the area is thoroughly cleaned following treatment, dispose of PPE & any materials which have been contaminated correctly, ensuring that they are double bagged- TBC via email (Key Control Measures doc)			
Staff are unaware of the health implications of working on computers for long periods of time	<ul style="list-style-type: none"> <li>• Ensure that an in house DSE assessor/s has been appointed with up to date training in place.</li> <li>• The appointed DSE assessor/s to perform a suitable risk assessment of computers – even for flexible and home workers – and take steps to control risks</li> <li>• All staff are asked to complete 'The Certificate in Display Screen Equipment in Schools' on the National College Website</li> <li>• A PDF copy of St Hilary EEClive DSE (Display Screens Assessment) will be circulated to all staff via email</li> <li>• Support will be available where necessary</li> </ul>	Yes	<p>Appoint additional DSE Assessors. All staff signposted to The Certificate in Display Screen Equipment in Schools' on the National College Website</p> <p>All staff to read the EEClive DSE Assessment.</p>	<p>RH CF RH/VL</p> <p>VL/CF</p>	<p>Completed 22/03/21</p> <p>22/03/21</p>	<p>Severity:3 Likelihood:2 Risk Rating:6</p>
<p style="text-align: center;">Protective measures and hygiene</p> <p style="text-align: center;">This section should be considered in conjunction with <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcaresettings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcaresettings/covid-19-decontamination-in-non-healthcare-settings</a></p>						
Measures are not in place to limit risks and limit movement around the building(s). Social distancing guidance is breached when pupils circulate in corridors as pupils are unable to or do not observe social	<ul style="list-style-type: none"> <li>• Consider classroom layouts, entry and exit points, staggered starts at break times, class sizes, lunch queues</li> <li>• Circulation plans have been reviewed and amended.</li> <li>• One-way systems are in operation where feasible.</li> <li>• Circulation routes are clearly marked with appropriate signage.</li> <li>• Any pinch points/bottle necks are identified and managed accordingly, with</li> </ul>	Yes	Review on regular basis	<p>RH</p> <p>All staff</p>	Ongoing	<p>Severity:3 Likelihood:2 Risk Rating:6</p>

distancing at break and lunch times	<p>more intensive and regular cleaning of regular touch points</p> <ul style="list-style-type: none"> <li>• The movement of pupils around school is minimised as much as possible.</li> <li>• Where possible, pupils stay in classrooms and staff move around.</li> <li>• Pupils are briefed regularly regarding observing social distancing guidance whilst circulating.</li> <li>• Appropriate supervision levels are in place.</li> <li>• Agree how safety measures and messages will be implemented and displayed around school</li> </ul>					
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	<ul style="list-style-type: none"> <li>• Bubble arrangements in place</li> <li>• All furniture not in use has been removed from classrooms and teaching spaces. Safe storage arranged for unused furniture</li> <li>• All soft furnishings/toys have been removed in EY environment</li> <li>• Resources are arranged to be used by small groups to limit the risk of cross contamination</li> <li>• Arrangements to be reviewed regularly</li> </ul>	Yes	Review on regular basis	RH	Ongoing	Severity:3 Likelihood:2 Risk Rating:6
Staff rooms and offices do not allow for observation of social distancing guidelines	<ul style="list-style-type: none"> <li>• Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing.</li> <li>• Staff have been briefed on the use of these rooms</li> <li>• Screens placed on school office reception desk</li> </ul>	Yes	Review on regular basis	RH	Ongoing	Severity:3 Likelihood:2 Risk Rating:6
Poor workplace ventilation leading to risks of coronavirus spreading	<ul style="list-style-type: none"> <li>• Requirement for additional ventilation identified</li> <li>• Doors (not fire doors) and windows to be opened wherever possible</li> <li>• Additional ventilation by mechanical means provided if necessary, e.g., desk fans</li> </ul>	Yes	Monitor on regular basis	RH All staff VL	Ongoing	Severity:3 Likelihood:2 Risk Rating:6
Queues for toilets and handwashing risk non-compliance with	<ul style="list-style-type: none"> <li>• Pupils and staff know that they can only use the toilet one at a time</li> </ul>	Yes	Monitor on regular basis	RH All staff VL	Ongoing	Severity:3 Likelihood:2 Risk Rating:6

social distancing measures	<ul style="list-style-type: none"> <li>• Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues</li> <li>• The toilets are cleaned more frequently to take account for the number of pupils accessing the facilities</li> <li>• Monitoring ensures a constant supply of soap and paper towels</li> <li>• Bins emptied regularly</li> <li>• Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. Handwashing is incorporated into the daily timetable</li> <li>• Provision of hand gel is made available where there are no handwashing facilities, e.g., reception areas and entry and exit points. Supervised use for ALL pupils.</li> </ul>					
Enhanced cleaning/Enhanced hygiene						
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces and touch points are not undertaken to the standards required	<ul style="list-style-type: none"> <li>• A Lock down plan for cleaning staff (including any deep cleans) is updated &amp; agreed.</li> <li>• The continuation of an enhanced cleaning schedule is agreed</li> <li>• Enhanced daily cleaning of doorways, handles and corridor walls and other frequently touched surfaces</li> <li>• More frequent cleaning of rooms / shared areas that are used by different groups</li> <li>• Working hours for cleaning staff are monitored to ensure time to clean effectively. Hours are increased/changed in agreement with staff.</li> <li>• Lone working risk assessment completed &amp; circulated to cleaning staff</li> <li>• Outdoor playground equipment should be more frequently cleaned.</li> </ul>	Yes	Monitor/Review on regular basis	VL	Ongoing	Severity:3 Likelihood:1 Risk Rating:3
Procedures are not in place for COVID-19 clean following a suspected or	<ul style="list-style-type: none"> <li>• Cleaners are aware of the guidance for cleaning of non-healthcare settings, as outlined on the Government website</li> </ul>	Yes	Regular reminders to staff re procedures	RH VL	Ongoing	Severity:3 Likelihood:1 Risk Rating:3

confirmed case at school	<ul style="list-style-type: none"> <li>Plans are in place to identify and clean all areas with which the symptomatic person has been in contact</li> <li>Suitable &amp; sufficient PPE equipment is available for all staff undertaking any cleaning</li> <li>Adequate waste disposal arrangements are in place to dispose of contaminated equipment</li> <li>Alternative arrangements are in place for vulnerable pupils and key worker families in case the school needs to close for a COVID-19 clean</li> <li>Suitable PPE equipment is available if a distance of 2m from the child cannot be maintained.</li> <li>Contact Public Health for additional support- numbers available in the school office</li> </ul>					
Inadequate supplies of soap and hand sanitiser mean that regular hand washing routines cannot be established	<ul style="list-style-type: none"> <li>An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary</li> <li>Appropriate measures to supervise effective hand washing of young children are in place</li> <li>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day</li> <li>Posters &amp; teaching reinforce the need to wash hands regularly and frequently, including on arrival at school</li> <li>Reinforce 'catch it, kill it, bin it' message</li> </ul>	Yes	<p>Monitor on a regular basis</p> <p>Monitor &amp; replace where necessary</p>	<p>VL</p> <p>RH</p> <p>VL</p>	Ongoing	<p>Severity:3 Likelihood:1 Risk Rating:3</p>
Inadequate supplies and resources mean that shared items are not cleaned after each use	<ul style="list-style-type: none"> <li>Limit the number of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff</li> <li>A plan is in place to clean resources which have been taken home</li> </ul>	Yes	<p>Email Key Control Measures to all staff</p> <p>Rota of toys in place</p>	<p>RH VL</p> <p>MB/JD/SW</p>	02/03/21 ongoing	<p>Severity:3 Likelihood:1 Risk Rating:3</p>

	<ul style="list-style-type: none"> <li>• Cater for equipment and resources per child and prevent the sharing of stationery and other equipment where possible.</li> <li>• Any shared classroom materials and surfaces cleaned and disinfected more frequently and between groups (including resources also used by wraparound groups); alternatively, equipment not to be used for 72 hours between groups</li> <li>• Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts</li> <li>• Roles and responsibilities identified for each area with cleaning resources, e.g., each class is allocated their own cleaning products</li> </ul>					
School level response should someone fall ill on site in line with Government guidance						
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 or should there be a confirmed case of COVID-19 in the school	<ul style="list-style-type: none"> <li>• Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school</li> <li>• Staff caring for young children are vigilant for symptoms of COVID-19 and signs of illness that may be associated to it as per government advice</li> <li>• This guidance has been explained to staff and pupils. Use the flowchart from Public Health about how to deal with a suspected case within the pupil or staffing cohort</li> <li>• Staff are aware of the location of the emergency PPE pack</li> <li>• Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders</li> </ul>	Yes	<p>Reminder to all staff via regular updates.(Core Control measures) doc.</p> <p>Parents updated regularly in school newsletter &amp; communications Also signposted to COVID section on website</p>	RH VL	08/03/21 Ongoing	Severity:3 Likelihood:2 Risk Rating:6

	<ul style="list-style-type: none"> <li>• Health and safety governors are satisfied that arrangements are in place and in line with DfE guidelines</li> <li>• Report cases to the Health Protection Team</li> <li>• Keep up to date with PH updates on responding to cases in schools during the contact tracing phase of the response</li> <li>• Any teaching and support staff who develop symptoms of COVID-19 are eligible for testing via the essential worker scheme, which can be a home test kit or drive-through test appointment per: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></li> </ul>					
Arrangements to isolate individuals displaying symptoms of COVID-19 are not in place	<ul style="list-style-type: none"> <li>• A specified room has been designated for children with suspected COVID-19 whilst collection is arranged</li> <li>• For very young children there is a designated area available where a key person can continue to support the child away from the rest of the group until collection by parent/carer</li> <li>• Procedures are in place for rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets</li> <li>• PPE to be used for accompanying staff where symptomatic pupil cannot be kept at 2m distance</li> </ul>	Yes	Regular reminders to staff Via Zoom meetings & email updates	RH MB AL VL	08/03/21	Severity:3 Likelihood:1 Risk Rating:3
Plan for personal protective equipment for staff providing intimate care for any children and young people and for cases where a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home						
Provision of PPE for staff where required is not in line with government guidelines	<ul style="list-style-type: none"> <li>• Government guidance on wearing PPE is understood and communicated</li> <li>• Sufficient PPE has been procured through normal stockist</li> <li>• PPE requirements for individual pupils and staff have been risk assessed and sourced through normal stockist</li> </ul>	Yes	Reminders to staff (Core controls document)	RH VL	08/03/21	Severity:3 Likelihood:1 Risk Rating:3
			Appropriate PPE supplied to all 1.1 TAs	VL		

	<ul style="list-style-type: none"> <li>• Those staff required to wear PPE (e.g., SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and how to dispose of them safely.</li> <li>• Staff are reminded that wearing of gloves is not a substitute for good handwashing.</li> <li>• Avoid face to face contact and minimise interaction under 1m with young pupils, except for those with complex needs</li> <li>• Appropriate measures are taken on the cleaning of reusable PPE items in line with guidance</li> </ul>					
PPE provision is not in place for staff providing intimate care and for cases where a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home	<ul style="list-style-type: none"> <li>• Requirements for PPE have been assessed in line with DfE guidelines.</li> <li>• Sufficient stock has been ordered using school's usual suppliers</li> <li>• Health and safety governors are satisfied that arrangements are in place and in line with DfE guidelines</li> </ul>	Yes	Continually monitoring	VL	Ongoing	Severity:3 Likelihood:1 Risk Rating:3
Managing premises related issues						
There is no agreed approach to any scheduled or ongoing building works therefore contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	<ul style="list-style-type: none"> <li>• Scheduled inspections for schools will continue- following COVID guidance</li> <li>• An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe including distancing and hygiene procedures</li> <li>• Assurances will be sought from the contractors that they are familiar with the <a href="#">symptoms associated with Coronavirus covid-19</a>, all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to</li> </ul>	Yes	Ongoing	VL	Ongoing	Severity:3 Likelihood:1 Risk Rating:3

	<p>ensure effective social distancing is always maintained</p> <ul style="list-style-type: none"> <li>Alternative arrangements will be considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart</li> <li>Social distancing will be maintained throughout any such works and where this is not possible arrangements are reviewed. (Out of hours work where possible)</li> <li>In addition to arrangements for COVID-19, normal contractor procedures will be applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction)</li> </ul>					
Fire procedures are not appropriate to cover new arrangements	<ul style="list-style-type: none"> <li>Fire procedures will be reviewed and revised where required, due to: <ul style="list-style-type: none"> <li>Reduced numbers of pupils/staff</li> <li>Possible absence of fire marshals</li> <li>Social distancing rules during evacuation and at muster points</li> <li>Possible need for additional muster point(s) to enable social distancing where possible</li> </ul> </li> <li>Staff, pupils and governors have been briefed on any new evacuation procedures</li> <li>Fire marshals have been trained and briefed appropriately</li> <li>Fire drill arranged in line with COVID-19 plan</li> </ul>	Yes	Additional staff briefed on arrangements	RH VL MB	Ongoing	Severity:3 Likelihood:1 Risk Rating:3
Fire evacuation drills - unable to apply social distancing effectively	<ul style="list-style-type: none"> <li>Plans for fire evacuation drills are in place and are in line with social distancing measures</li> </ul>	Yes	Continue to monitor	VL	Ongoing	Severity:3 Likelihood:1 Risk Rating:3
Fire marshals absent due to self-isolation or 'Lock Down' measures	<ul style="list-style-type: none"> <li>An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.</li> <li>Staff appropriately trained in fire marshal duties as required</li> </ul>	Yes	Additional staff briefed on arrangements	RH VL	ongoing	Severity:3 Likelihood:1 Risk Rating:3



Statutory compliance has not been completed due to the availability of contractors during lockdown	<ul style="list-style-type: none"> <li>• All statutory compliance is up to date.</li> <li>• Where water systems have not been maintained throughout lockdown, water sampling, chlorination, flushing and certification by a specialist contractor has been arranged.</li> </ul>	Yes	Staff updated on flushing required when they are located in a different room	VL	ongoing	Severity:3 Likelihood:2 Risk Rating:6
The costs of additional measures and enhanced services to address COVID-19 when reopening puts the school in financial difficulty	<ul style="list-style-type: none"> <li>• Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.</li> <li>• Additional sources of income are under exploration</li> </ul>	Yes	Continually monitoring	CF	Ongoing	Severity:3 Likelihood:2 Risk Rating:6
Lack of a contingency plan in place for the transition to full opening (or reclosing) including rapidly sharing decisions?	<ul style="list-style-type: none"> <li>• The school has developed proven, effective systems for delivering pupils' provision using Seesaw as its main platform, or blended provision (some pupils in school and some accessing remotely). Any changes to provision, as advised by the Government, will be shared with parents using electronic mailing and notice posted on the front page of the school website. If emergency notification to parents needs to be sent, then emergency contact details are available and SMS communication to parents' mobile telephones may be used.</li> <li>• If immediate change in risk-level is identified, the HT or his/her deputy will act and follow PHE instruction, before informing governors &amp; CEO; wherever possible, change to the school's open status will be communicated to the CEO and governors in advance of a wider announcement and action.</li> <li>• In each room teachers have immediate access to communication with the school office and with senior duty staff via the internal telephone system or Walkie Talkie</li> </ul>	Yes	Planning in place (Contingency Plan) but constantly being monitored & reviewed	RH SLT	ongoing	Severity:3 Likelihood:2 Risk Rating:6

#### Managing remote education provision and pastoral support

*The key principles that underpin effective remote teaching are:*

<ul style="list-style-type: none"> <li>ensuring pupils receive clear explanations</li> <li>supporting growth in confidence with new material through scaffolded practice</li> <li>application of new knowledge or skills</li> <li>enabling pupils to receive feedback on how to progress</li> </ul>						
<p>The quality of remote education is less than good.</p> <p>-It is not of high quality</p> <p>-Does not align as closely as possible with in-school provision</p> <p>-Does not provide a broad and balanced curriculum.</p>	<ul style="list-style-type: none"> <li>All Headteachers will familiarise themselves with the updated guidance for remote education pg. 46-50 'Restricting attendance in the national lockdown', January 2021</li> <li>The school will have a remote education policy in place (and published on the school website) which communicates expectations to parents and staff.</li> <li>Senior leadership teams and LAC's will assure themselves that their remote education offer meets the expectations in the DFE guidance by using the DFE "review your remote education provision" tool.</li> <li>The Trust will appoint leaders to quality assure and support the remote education provision across the schools</li> </ul>	Yes	<p>Set up Pupil engagement summary spreadsheets for all classes</p> <p>Support staff with any ICT difficulties</p>	<p>CF/VL</p> <p>AL</p>	<p>Completed 11/01/21</p> <p>08/03/21</p>	<p>Severity:1 Likelihood:3 Risk Rating:3</p>
<p>Pupils do not engage in remote education</p>	<ul style="list-style-type: none"> <li>Registers/ records will be kept by each teacher to record pupil engagement in remote education.</li> <li>For pupils who are consistently not engaging... 3 days-class teacher phone call home, monitor response. 5 days plus SLT communication with home. Longer term consult with EWO for further steps</li> </ul>	Yes	<p>All teachers to record Children's online &amp; in school attendance</p> <p>Phone call to offer support for parents-monitor &amp; support further if required</p> <p>DSL to intervene if required</p>	<p>Class Teachers</p> <p>Class Teachers</p> <p>MB RH</p>	<p>11/01/21 Ongoing</p> <p>Ongoing</p>	<p>Severity:1 Likelihood:3 Risk Rating:3</p>
<p>Pupils are unable to access remote education due to lack of technology</p>	<ul style="list-style-type: none"> <li>Systems will be put in place to ascertain which pupils do not have adequate access to technology which enables them to fully engage with remote education</li> <li>Systems will be in place to offer technology to pupils who need it</li> <li>Engagement with the DFE ordering platforms to receive additional technology</li> </ul>	Yes	<p>Senior Leader to oversee Smooth transition from school to home learning</p> <p>Parents advised to phone or email for support or if their Technology is</p>	<p>AL</p> <p>RH/AL</p>	<p>11/01/21 Ongoing</p> <p>ongoing</p>	<p>Severity:1 Likelihood:3 Risk Rating:3</p>

	for those pupils who need it most will be utilised		insufficient to support the required 'Learning Platforms'.			
'Catch-up funding' is not used effectively to support 'catch-up'	<ul style="list-style-type: none"> <li>School to complete the mid-way review on 'Catch-up funding strategy' progress review 1.</li> <li>Following progress review 1 of the 'catch-up funding strategy', schools will strategically plan the catch-up support now needed</li> </ul>	Yes	Ongoing	RH CF	20/03/21	Severity:1 Likelihood:2 Risk Rating:2
Lack of adherence to online safety procedures creates risk for pupils and/or staff	<ul style="list-style-type: none"> <li>Importance of online safety will be included within remote education session to pupils</li> <li>The Trust and school online safety policies will reflect remote learning policies</li> <li>Online safety policies will be communicated and reiterated to all appropriate staff</li> </ul>	Yes	Teachers reinforce online safety during Zoom meetings Online safety updates in the newsletter as required	RH	Ongoing	Severity:2 Likelihood:3 Risk Rating:6
Increased anxiety and stress levels in the school's workforce which affect personal well-being	<ul style="list-style-type: none"> <li>Staff well-being remains within Priority 1 on the Trust annual development plan.</li> <li>CEO and Chairs of LAC's will regularly 'check-in' on headteachers and senior leadership teams.</li> <li>Headteachers and senior leadership teams will regularly check in on teaching and support staff.</li> <li>Schools will communicate the measures they are putting in place to all staff and involve them in this process where possible.</li> </ul>	Yes	SLT weekly check-ins with teaching staff All staff check in via weekly Zoom meetings Staff workload & Well-being survey to be carried out Personalised response from SLT to address specific staff anxiety	RH AL  RH AL  RH	Continually checking in on staff	Severity:2 Likelihood:3 Risk Rating:6
Increased anxiety and stress levels in pupils returning to school, which affect personal well-being	<ul style="list-style-type: none"> <li>The provision of pastoral and extra-curricular activities to all pupils, including those learning at home (for example through online activities and assemblies), will be designed to:</li> </ul>	Yes	Weekly celebration assemblies (remote)  SENDCo and CT joint observations week beginning 8 <sup>th</sup> and 15 <sup>th</sup> March	RH AL KJ	08/03/21	Severity:2 Likelihood:2 Risk Rating:4

	<ul style="list-style-type: none"> <li>- Support social engagement and maintaining friendships</li> <li>- Address and equip pupils to respond to issues linked to coronavirus (COVID-19)</li> <li>- Support pupils with approaches to improving their physical and mental wellbeing</li> <li>- SENDCo to complete joint class observations with each class teacher considering well-being and auditing the TIS list – taking careful consideration of the Spring Term Engagement summary</li> </ul>					
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## RISK MATRIX

SEVERITY	Death/Multiple Deaths	5	5	10	15	20	25
	Critical Injury	4	4	8	12	16	20
	Severe Injury	3	3	6	9	12	15
	Minor Injury	2	2	4	6	8	10
	No Injury	1	1	2	3	4	5

LOW RISK -  
PROCEED



MEDIUM RISK  
- ACTION



HIGH RISK -  
STOP!



	1	2	3	4	5
	Unlikely	Possible	Very Possible	Likely	Very Likely
	LIKELIHOOD				