



Risk Assessment:

School operation from Monday 8th March 2021 response to Coronavirus

The approach to completing the risk assessment format is found on the **final page** on this format.

Section 1

Establishment/Section/Team: Bishop Road Primary School	Date of Assessment: 3.3.21	Review date: 23.4.21
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Background, Context & References: Re-opening schools to all pupils from 8th March 2021

From 8th March 2021 schools are required to re-open to all pupils.

This risk assessment is based on the implementation of government guidance set out in [Schools coronavirus \(COVID-19\) operational guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk) published on 22 February 2021.

The guidance states that: *We have worked closely with the Department of Health and Social Care (DHSC) and PHE to develop this guidance. Based on the recent ONS data, the risks to education staff are similar to those for most other occupations. Implementing the system of controls, creates a safer environment for pupils and staff where the risk of transmission of infection is substantially reduced. The way to control this virus is the same, even with the current new variants. We are further strengthening the measures, to provide more reassurance and to help decrease disruption the virus causes to education. You must comply with health and safety law and put in place proportionate control measures.*

To meet these obligations you must:

- *review your health and safety risk assessments in light of this refreshed guidance*
- *make any necessary changes to your control measures applying the system of controls*

As the system of controls published on 22 February 2021 is very similar to that set out in the Guidance for full opening of schools set out in September 2020 (albeit with subsequent amendments) this risk assessment is based on previous risk assessments provided by Delegated Services.

Part 1: Reopening schools from 8th March 2021

The rationale for schools re-opening for more groups of pupils is set out in the document Education and childcare during coronavirus: Guidance for the full reopening of schools. It was predetermined on the principle that cases of coronavirus have reduced and that there is an effective 'Track and Trace' process in place. The guidance is clear that risks posed to pupils from remaining out of school in terms of their wellbeing, safeguarding and academic achievement outweigh those posed from the contraction of coronavirus. In relation to working in schools the guidance states that "whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on coronavirus (COVID-19) related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults."

This risk assessment is based on the control measures described in the government guidance for reopening schools referred to above. This states that if schools follow the control measures as set out below, they can be "confident that they are managing risk effectively".

The system of controls: protective measures

Having assessed their risk, schools must work through the below system of controls, adopting measures in a way that addresses the risk identified in their assessment, works for their school, and allows them to deliver a broad and balanced curriculum for their pupils, including full educational and care support for those pupils who have SEND.

If schools follow the guidance set out here, they will effectively reduce risks in their school and create an inherently safer environment.

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the following sections.

Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact between individuals and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.
- 8) Ensure individuals wear appropriate personal protective equipment where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

Numbers 1 to 7 must be in place in all schools, all the time.

Response to any infection

- 10) Promote and engage with the NHS Test and Trace process.
 - 11) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
 - 12) Contain any outbreak by following local health protection team advice.
- Numbers 10 to 12 must be followed in every case where they are relevant.

Section 2:

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated? (Use a row for each one identified)	Who is affected or exposed to hazards?	What Severity of Harm can reasonably be expected? (See Table 1)	What Precautions (Existing Controls) are already in place to either Eliminate or Reduce the risk of an accident happening?	What Likelihood is there of an accident occurring? (See Table 1)	What is the Risk Rating? (See Table 2 and 3)
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1.A: Contact with those with symptoms of coronavirus: Testing: Track and Trace; Outbreak response						
Contact with infected persons/ exposure to the virus within the school.	Person contracts coronavirus as a result of direct contact with an infected person (or a symptomatic person) entering the premises.	Pupils and staff	Serious	<p>Guidance has been issued to the entire school community. Here, anyone affected must stay at home if they (or their family members) have any of the following symptoms: a high temperature, a new continuous cough, a loss or change to your sense of smell or taste. OR they have tested positive for coronavirus in the last 10 days. Those affected must follow government stay at home guidance as follows:</p> <p>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection – GOV.UK (www.gov.uk)</p> <p>Temperature testing is not recommended on its own. Guidance states that it is not a reliable method for identifying coronavirus.</p>	Low	Low
	Contact with those developing symptoms of the virus during the working day.	Pupils and staff	Serious	<p>Most recent guidance re: What to do if a pupil is displaying signs of coronavirus has been shared with relevant staff and is on display. Symptomatic children action list schools (publishing.service.gov.uk)</p> <p>Our procedure will be that If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they will be moved, via a route involving the shortest possible internal distance (i.e. including an outside route where possible) if possible, to Music House where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, we endeavour that they will use a separate bathroom if possible. The</p>	Low	Low

				<p>bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any member of staff who has provided close contact care to someone with symptoms, while wearing PPE and all other members of staff or pupils who have been in close contact with that person with symptoms, if wearing a face covering, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> • The symptomatic person subsequently tests positive • They develop symptoms themselves (in which case, they should arrange to have a test) • They are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated). <p>Staff are instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people. See https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for any developing symptoms throughout the following two weeks. (HC to produce monitoring records).</p>		
Use of face coverings Early Years Primary	Failure to use face covering in areas where it is difficult to maintain social distancing increases the likelihood of exposure to coronavirus in the school community.	Pupils and staff	Serious	Government guidance (22/02/21) states: Early Years Settings: In early years settings, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal	Low	Low

				<p>areas). Children in early years settings do not need to wear a face covering.</p> <p>Primary schools: In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.</p> <p>We are taking this additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. As with all measures, we will keep it under review and update guidance at that point.</p> <p>Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19).</p> <p>We have advised staff that face visors or shields should not routinely be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer.</p> <p>Our position with respect to the use of face coverings is as follows: From Tuesday 5th January <u>we are asking all adults to wear a face covering when they move around onsite</u>. For staff and visitors this will mean face coverings should be worn as adults move around between classrooms and when on the playgrounds. For parents and carers, please ensure you are wearing a face covering from the time you enter the school gates to the time you leave the site for drop off and collection each day.</p>		
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				<p>Government guidance is as follows: https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education Suggested wording for your RA is as follows:</p> <p>This approach has been explained to parents/ carers in newsletters, via text message.</p> <p>In cases of non-compliance the member of SLT on duty will remind those not wearing masks of the requirement to do so. In the case of continued non-compliance this will be followed up by letter reiterating our approach. Further non-compliance will lead to the headteacher sending a Final Warning Letter As a last resort the headteacher and in the case of further non-cooperation, in consultation with the MAT/LA, will consider the potential of approaching DS and activating the 'Landlord Right' to warn the parent/carer and then, if necessary, proportionately ban them from the school site, backed by potential criminal sanction under section 47 of the Education Act 1996.</p>		
Safe wearing and removal of face coverings	Potential of contamination if face coverings are removed or disposed of incorrectly.	Pupils and staff	Serious	<p>A process is in place for removing face coverings when those who use face coverings arrive at school, and when face coverings are worn at school in certain circumstances. This process has been communicated clearly to pupils and staff.</p> <p>Safe wearing of face coverings requires cleaning of hands before and after touching - including to remove or put them on - and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p> <p>If pupils wear a face covering they will be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p>	Low	Low

	Students/ staff do not have face covering. Face covering is damaged or otherwise unsuitable for use.	Pupils and staff	Serious	It is reasonable to assume that staff and young people will now have access to face coverings due to their increasing use in wider society, and Public Health England has made available resources on how to make a simple face covering. However, where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, we will take steps to have a small contingency supply available to meet such needs. No-one should be excluded from education on the grounds that they are not wearing a face covering.	Low	Low
	Students, staff or visitors exempt from wearing a face covering	Pupils, Staff and Visitors	Serious	Some individuals are exempt from wearing face coverings . This applies to those who: <ul style="list-style-type: none"> cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate The same exemptions will apply in our school; we will ensure that staff and students are aware of this and are sensitive to those needs.	Low	Low
Engagement with the NHS Track and trace Process	Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community. Anxiety within the school community	Pupils and staff	Serious	Relevant staff understand the NHS Test and Trace process and how to contact their local Public Health England health protection team . We will ensure that staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) 	Low	Low

				<p>symptoms or someone who tests positive for coronavirus (COVID-19)</p> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient.</p> <p>Home test kits are available in school and will be offered in the exceptional circumstance that we believe an individual may have barriers to accessing testing elsewhere.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers</p> <p>We will ask parents and staff to inform us immediately of the results of a test:</p> <ul style="list-style-type: none"> if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu - in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. <p>If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.</p>		
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Lateral Flow Testing	Lateral Flow Testing process is not implemented correctly leading to inaccurate results and/or inadequate follow up of positive test results.	Pupils and staff	Serious	<p>Our school workforce (including regular contractors and visitors) has the opportunity to participate in lateral flow testing twice a week at home.</p> <p>See Part 4 for the separate information that covers the arrangements for Lateral Flow Testing.</p>	Low	Low
Management of confirmed cases of coronavirus	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety within the school community</p>	Pupils and staff	Serious	<p>Records will be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test & Trace. We will take swift action if we become aware that someone who has attended has tested positive for coronavirus (COVID-19). We will call the Department for Education's existing coronavirus (COVID-19) helpline number on 0800 046 8687, and selecting option 1. The advice service is open Monday to Friday from 8am to 6pm and 10am to 4pm on Saturdays and Sundays. The call will be with a dedicated team of advisors who will inform the setting of what action is needed based on the latest public health advice. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>Based on the advice, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> ● direct close contacts – face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin) ● proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ● travelling in a small vehicle, like a car, with an infected person <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a</p>	Low	Low

				<p>record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>We note that a template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' <p>We note that schools 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. Further guidance is available on https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p>		
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	Inadequate response to alerts provided by use of NHS COVID-19 App			<p>We note government guidance for use of the App in schools as set out below. https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges Specifically that the agreed process for ensuring a setting is aware of a positive case, as set out in the guidance for full opening for schools and further education colleges in the autumn term, is still in place and is not changed by the introduction of the app. If we become aware that a student or member of staff has tested positive for coronavirus (COVID-19), we will contact PHE using agreed local procedures.</p>	Low	Low
Containing any local outbreak	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p>	Pupils and staff	Serious	<p>We note that if schools have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p> <p>We note the government publication of a temporary continuity direction https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923539/Remote_Education_Temporary_Continuity_Direction_-_Explanatory_Note.pdf</p>	Low	Low

				<p>which makes it clear that schools have a duty to provide remote education for state-funded, school-age children unable to attend school due to coronavirus (COVID-19). This came into effect from 22 October 2020.</p> <p>We have developed contingency arrangements to ensure that the education of affected groups of pupils is maintained. This will include the provision of remote learning as set out in government guidance for the reopening of schools.</p>		
	Attendance at multiple settings (e.g. for Early Years attendance at LA and private provision on different days of the week).	Pupils and staff	Serious	We recognise that there are some circumstances where a pupil will attend multiple settings (e.g.: as part of provision outlined in an EHP). Here we will work with the partner setting to address any risks identified to enable us to jointly deliver a broad and balanced curriculum to the pupil in question.	Low	Low
1: B Cleaning and hygiene						
Hand hygiene	Poor hand hygiene increases the likelihood of infection from coronavirus	Pupils and staff	Serious	<p>Opportunities are provided for staff and pupils to clean their hands with soap and water and dry thoroughly:</p> <ul style="list-style-type: none"> • on arrival at school • after using the toilet • after breaks and sporting activities • before food preparation • before eating any food, including snacks • before leaving school • after sneezing/coughing. <p>Paper towels will be used to dry hands in preference to hand dryers.</p> <p>Bins are available for disposal of paper towels will be emptied during the day.</p> <p>Supervision by staff is provided as needed.</p> <p>Signage about how to wash hands properly, is on display and reinforced with pupils.</p> <p>Where sinks are not easily accessible from the room used by a 'group' of pupils, hand sanitiser will be available.</p>	Low	Low

				<p>Children will be taught to wash their hands thoroughly with soap for at least twenty seconds. They will be supervised whilst they are learning to do this. Posters will be displayed by indoor sinks.</p> <p>Cold running water is available in all classrooms and toilets.</p> <p>Teachers will make a daily check each morning to ensure that each classroom have an adequate supply of soap, tissues and disposable hand towels, and to re-stock supplies before the children arrive in the morning if necessary.</p>		
Respiratory Hygiene	Poor respiratory hygiene increases the likelihood of infection from exposure to coronavirus.	Pupils and staff	Serious	<p>Catch it, kill it, Bin it – tissues are available in all classrooms, staffroom and the school office at a minimum. The message is reinforced with pupils.</p> <p>Bins are available for the disposal of used tissues.</p>	Low	Low
Cleaning	Person contracts COVID 19 as a result of inadequate cleaning	Pupils and staff	Serious	<p>Our Systems and Services Manager has reviewed the cleaning specification with our cleaning contractor (6.1.21).to ensure that this meets requirements set out in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Where additional staff are required to undertake cleaning duties we have ensured that they have received appropriate training and are provided with PPE, as set out in guidelines above. This also applies to other staff who may be asked to carry out cleaning duties during this period.</p> <p>We have identified cleaning of high-risk areas to be undertaken every school day to include:</p> <ul style="list-style-type: none"> Door handles Kettle/ urn handle Taps Switches Phones (to be cleaned by staff) Laptops /iPads (to be cleaned by staff if used) Printers and photocopiers (to be cleaned by staff) Staffroom/ food preparation 	Low	Low

				<p>Surfaces that people are touching e.g.: toys, books, chairs, tables, doors, sinks, toilets, bannisters, A document stating how this will be applied and inspected will be shared with relevant staff.</p> <p>Cleaning will be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens.</p>		
Safe use of cleaning products	<p>Inappropriate exposure to cleaning product results in allergic reaction/ poisoning etc Storage arrangements of cleaning product change increasing potential for unauthorised 'use' by pupils.</p>	Pupils and staff	Serious	<p>All staff involved in cleaning duties will receive training re: safe use and storage of cleaning materials.</p> <p>PPE will be provided for all cleaning activities.</p> <p>Safety data sheets for cleaning products are available.</p> <p>Only recommended cleaning products will be used.</p>	Low	Low
	<p>Use of hand sanitiser potential for improper use and ingestion.</p>	Pupils and staff	Serious	<p>We are providing/allowing the use of hand sanitisers that contain at least 60% alcohol.</p> <p>Small children will only be allowed to use it under supervision.</p> <p>We have adequate supplies of the product and provide it in high-traffic areas where hand washing facilities are not available. Areas include- signing in area (Edgar Building).</p>	Low	Low
Measures to reduce contamination from coronavirus.	Use of shared resources	Pupils and staff	Serious	<p>Staff and pupils will have individual pens, pencils etc that are not shared.</p> <p>Classroom based resources such as books and games will be shared within the 'group/bubble'; these will be cleaned frequently along with frequently touched surfaces.</p> <p>Resources that are shared between groups/bubbles will be cleaned frequently and between use by different groups/bubbles or rotated</p>	Low	Low

				to allow them to be quarantined and out of reach for 48 hours (72 hours plastics). Staff have been advised that they must wash their hands and surfaces before and after handling pupils' books.		
	Items from home to school and vice versa	Pupils and staff	Serious	We are limiting the items that pupils bring in from home each day to essentials such as lunch boxes, hats, coats, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home although this will be limited. Rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.	Low	Low
	Harder to clean items	Pupils and staff	Serious	As far as practical, we have removed soft furnishings, soft toys and toys that are harder to clean (such as those with intricate parts) from classrooms and teaching spaces until further notice. Where these remain, they will be subject to regular cleaning. An overview of additional cleaning required will be coordinated by the Systems and Services Manager.	Low	Low
	Drinking fountains	Pupils	Serious	Drinking fountains will be switched off to avoid shared use.	Low	Low
	Items requiring laundry	Pupils and staff	Serious	We will ensure that all items that are laundered within the school e.g.: towels, flannels and bedding are washed in line with guidance on cleaning in non-healthcare settings and that these items are not shared by children between washes.	Low	Low
1:C Minimising contact (social distancing)						

<p>Social distancing across the site</p>	<p>Too many people on site increases likelihood of exposure to coronavirus</p>	<p>Pupils and staff</p>	<p>Serious</p>	<p>We have taken the following measures to reduce footfall and maintain social distancing on site including:</p> <ul style="list-style-type: none"> • We have created a large window of time for pick-up and drop-off. • We are staggering the drop-off times. • Additionally, we are furthering staggering drop-off on Monday 8th March only to allow families to re-familiarise themselves with one-way systems and routines. • Advising parents that only one person should attend to deliver/pick up their child. • Erected signage and barriers to remind those visiting the site of social distancing requirements, including additional signage relating to the new orange lines indicating two metres. • We have separated pick-up and drop-off zones for different groups in different parts of the school to limit the children and parents passing through them. Parents/carers will only need to pass through the sections of the school where they are dropping off or collecting children. • We have asked families that, where they consider it safe to do so, children in Year 5 and 6 walk themselves to and from school. • We have created one-way systems through each pick-up and drop-off area to help families maintain social distancing. We have also painted orange lines at two metre intervals throughout the one-way system to support social distancing. • We have limited the number of classes entering the buildings through each door and are making use of all entrances which are feasibly useable as part of the wider drop-off and collection system. • Each group will have a designated pick-up location where the children and staff will be able to maintain social distancing. • In line with government guidance, we do not plan to take the temperature of all children as they arrive at school. We will only take their temperature if the child reports feeling 	<p>Low</p>	<p>Low</p>
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				<p>unwell or if a member of staff is concerned they may have a temperature.</p> <ul style="list-style-type: none">• All parents, carers, staff and visitors must wear a face covering at all times whilst moving around the school site, unless they are exempt from doing so. <p>Pupils who travel to and/or from school independently – pupils will be advised of the appropriate entrance and exit to use.</p> <p>Opportunities for groups of pupils congregating on site before and after school will be minimised.</p>		
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Children, parents and carers accessing site for drop off/ collection	Social distancing leading to insufficient footpath space resulting in pedestrians stepping into the road	Pupils, parents and carers	Serious	<p>We have provided maps to parents/carers detailing the one-way systems and where they are able to enter and exit the school.</p> <p>We are staggering drop off times and organising collection routes to bring as many people off the street whilst remaining socially distanced.</p> <p>We are allowing parents/carers and families to enter and exit in different parts of the school according to their drop-off and collection needs.</p>	Low	Low
Social distancing for large groups of pupils.	Large groups of pupils and/or adults increase the likelihood of exposure to and transmission of coronavirus	Pupils and staff	Serious	<p>Assemblies, performances, visiting groups etc will not take place until further notice.</p> <p>Zoom/pre-recorded videos are used as an assembly replacement, or class assemblies led by the group teacher.</p>	Low	Low
Visits for prospective parents	Large groups of adults increase likelihood of exposure to and transmission of coronavirus	Pupils and staff	Serious	Virtual tours will be provided for prospective parents and carers.	Low	Low
			Serious	IN-PERSON VISITS WILL NOT TAKE PLACE FROM 5 JANUARY UNTIL FURTHER NOTICE	Low	Low
1:D Minimising contact (social distancing) Phase specific guidance. Delete sections that are not applicable.						
Grouping pupils of pupils and social distancing of pupils: Early Years	Exposure to infection	Pupils and staff	Serious	<p>We have reviewed existing arrangements to ensure that they can be maintained.</p> <p>We will minimise the opportunities for children to mix within the setting. For instance, ensure that, for instance where there are different rooms for different age groups, these groups are kept apart as far as possible.</p> <p>Staffing will be consistent throughout the day and week where possible (recognising that some staff will work on a part time basis).</p> <p>We recognise that children in the early years cannot be expected to remain 2m apart from each other and staff. In line with the control measures set out in the guidance below we will ensure:</p> <ul style="list-style-type: none"> that individual groups use the same area of the setting/school throughout the day as much as possible that sharing of toys and resources is reduced 	Low	Low

				<ul style="list-style-type: none"> that any toys or resources that are shared can be easily cleaned between different groups' use. <p>Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak – GOV.UK (www.gov.uk)</p>		
Grouping pupils of pupils and social distancing of pupils: Primary	Exposure to infection Classroom teaching Primary	Pupils and staff	Serious	<p>We will ensure pupils and staff, where possible, only mix in a small, consistent group (class) and that that group stays away from other people and groups. Different groups will not be mixed on the same or subsequent days. We will use the same staff each day as far as possible, allowing for job shares and PPA. Groups will use the same room or area of the school.</p> <p>We note the recommendation for the arrangement of classrooms with forward facing desks.</p> <p>Staff have been advised that they must maintain distance from pupils and other staff where possible. Ideally, adults should maintain 2 metre distance from each other and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. We note that when staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in smaller groups. THIS GUIDANCE IS REINFORCED ON A REGULAR BASIS PARTICULARLY WHERE STAFF WORK 'ACROSS' BUBBLES.</p> <p>We have assessed that the maximum number of children we can safely accommodate in one classroom is 20. In a small number of cases, group sizes are slightly in excess of 20 – in these cases, groups have use of two classrooms. Group sizes are also dependent on the overall context of ensuring overall attendance does not exceed 40% of normal school capacity, which is the maximum number that can be safely accommodated on the site as a whole.</p> <p>We will review the potential for delivering parts of the curriculum outdoors whilst maintaining separate groupings of pupils.</p>	Low	Low

				<p>Teacher walls have been installed in Early Years and KS1 classrooms to maximise space and allow additional furniture to be removed.</p> <p>Where possible, staffing cover will be provided by staff working permanently at our school.</p>		
<p>Social distancing and curriculum delivery for children with SEND</p>	<p>Exposure to infection from close contact with children</p>	<p>Pupils and staff</p>	<p>Serious</p>	<p>Existing risk assessments for children with EHCP plans will continue to apply and be reviewed as required. This will include the identification of any additional support required for a successful return for full time education. In addition, the risk assessments may also be useful if pupils are required to self-isolate or a local outbreak requires us to limit attendance or close on a temporary basis.</p> <p>Any additional individual risk assessments will be undertaken as appropriate.</p> <p>The SENDCO is supporting teachers with information communication during this period of school closure in relation to children accessing provision in school and those learning remotely at home.</p> <p>Learning interventions will be run in line with the wider safety measures, and as such may be impacted in how they are able to take place. Some learning interventions will be conducted remotely for children learning at home, with appropriate adaptation for the change in format where required.</p> <p>Children attending school who require 1:1 support will receive this within their class/group bubble. LSA's may work across a maximum of two classes/groups in order to provide the necessary support. It may not always be possible to replace an LSA if they are unable to work.</p>	<p>Low</p>	<p>Low</p>

				School will continue to conform with government guidance in relation to provision detailed within EHCP's.		
Positive handling	Exposure to infection from physical contact with children	Pupils and staff	Serious	<p>It is recognised that some children with special educational needs present behaviours that are challenging to manage in the current context. It will be impossible to provide the care and guidance that some children and young people need without close hands-on contact.</p> <p>However, in these circumstances, staff will need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces.</p> <p>The Behaviour Policy will be adapted and personalised for SEND needs or the effects of trauma experienced during lock down.</p> <p>The health and safety of all children and staff will remain paramount.</p> <p>Training was provided for certain staff members on 18.11.20 from 'Safer Handling'.</p>	Low	Low
1: E Use of Personal Protective Equipment (A face covering is not PPE because they are not designed to protect the wearer from infection from coronavirus).						
Use of Personal Protective Equipment (PPE) (Mainstream)	Incorrect use exacerbates the risk of further infection.	Pupils and staff	Serious	<p>"The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be 	Low	Low

				<p>maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn”</p> <p>We are complying with the above and are using our local supply chains to obtain PPE. We have noted where this is not possible, and there is unmet urgent need for PPE in order to operate safely, we may approach our local resilience forum.</p> <p>We will ensure that, staff who are likely to have to support pupils in the circumstances identified above and potentially in the administration of some first aid have access to appropriate equipment and training in its correct use and disposal.</p> <p>See: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911313/PHE_quick_guide_to_doffing_PPE_standard_health_and_social_care_settings.pdf</p>		
1: F School transport and travel arrangements						
	Exposure to coronavirus while travelling to and from school and within wider social groupings (outside school).	Pupils and staff	Serious	<p>Pupil travel arrangements have been taken into consideration in our plans for opening as follows:</p> <ul style="list-style-type: none"> We will encourage pupils to walk or cycle to school where possible. We have encouraged families to allow older pupils to walk to and/or from school independently where they feel it is safe for them to do so to reduce congestion on the school site and surrounding residential streets. 	Low	Low
Staff transport to and from work	Potential for increased exposure to coronavirus (and potential for introduction into the school) through use of public transport at peak times.	All staff	Serious	Staff who use public transport have been/will be contacted to explore alternative and safe transport plans. If there is no option but to use public transport we will confirm the individual has read the government guidance and made arrangements to minimise their risk in line with advice:	Low	Low

				https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers A copy of the poster will be displayed at the signing in area: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/884507/passenger-guidance-infographic-document.pdf		
1: G School workforce						
	See PART 3 of this risk assessment: Arrangements for staff working from home					
Staffing availability and ratios	Staffing ratios insufficient for pupil numbers and grouping arrangements. Need to consider safe levels of supervision and social distancing arrangements.	Pupils and staff	Serious	Daily/ weekly review of staffing to ensure that we can cover each group of children. In our school this will require: For 28 separate classes: 28 teachers 20 support staff 8 catering staff In addition to admin, cleaning, first aid (including paediatric first aiders) and senior leadership team (including SENDCO) and DSL/Deputy DSL availability.	Low	Low
	Variation in staffing means that the school is unable to operate safely for all groups of pupils.	Pupils and staff	Serious	Staff have been advised that they must inform DHT as soon as possible if there are any changes in their circumstances that will affect their ability to work. HT/DHT will close parts of the provision if we have insufficient staff available to allow infection control measures. There is a contingency plan to inform affected members of the school community if full or partial closure is required at short notice via SchoolComms.	Low	Low
Staff wellbeing	Staff anxiety re: returning to work and potential exposure to the virus.	All staff	Serious	Individual discussions will be held with staff to identify concerns/barriers about returning to work prior to school re-opening on Monday 8 th March. We have signposted to relevant counselling services. Including the Education Support Partnership which provides a free helpline for	Low	Low

				<p>school staff and targeted support for mental health and wellbeing. Also – Employee Assistance Programme (0800 111 6387).</p> <p>HR advice is available if required – all staff have been encouraged to contact HT/DHT/HoY to discuss concerns.</p> <p>We are working with the trade unions.</p> <p>As well DfE guidance, we have read and sought to implement wider professional advice and guidance including the HSE: https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf</p>		
Staff who may be at increased risk from coronavirus.	Staff anxiety Potential for staff to suffer serious illness if they contract coronavirus.	Staff in at-risk group	Serious potentially fatal	<p>We recognise that some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report.</p> <p>We will remain alert to the findings of this research and respond to any changes in guidance accordingly.</p> <p>If people with significant risk factors are concerned, we will discuss their concerns and explain the measures the school is putting in place to reduce risks.</p> <p>Where practically possible we will accommodate additional measures to support staff where appropriate.</p> <p>We have followed guidance from our employer re: the completion of an Equalities Impact Assessment in relation to the development of this risk assessment.</p> <p>We note that people who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p>	Low	Low
Staff training	Staff are not aware or do not understand the requirements for working safely.	All staff	Serious	<p>In preparation for a full return on 1st September 2020, training and written instructions were provided regarding operating procedures outlined in this risk assessment to all staff. These were reviewed and reissued on 02/03/21.</p> <p>This includes:</p> <ul style="list-style-type: none"> • What to do if they suspect that they or a member of their household has coronavirus (including testing arrangements) 	Low	Low

				<ul style="list-style-type: none"> • <u>Day to day organisations and procedures</u> including arrangements for cleaning, staff welfare facilities, travel to work • The importance of keeping teaching groups separate during the day • <u>Arrangements for breaktimes and lunchtimes</u> • Safeguarding including the continued importance of all staff acting immediately on any safeguarding concerns and any updates to school procedures re: recording concerns, contacting DSL (or Deputy). • Procedures to follow if they suspect that a child in their group is displaying coronavirus symptoms • Changes to school behaviour policies • Curriculum adaptations required re: social distancing • Site security and fire safety including evacuation and lockdown procedures. • Use of PPE (where applicable). <p>Updates to the staff procedures and protocols are undertaken in line with amendments to government guidance and are included as part of any new staff induction.</p> <p>Compliance with agreed protocols will be monitored by DHT/HoY.</p>		
Individual staff requirements	Concerns from staff in identified work groups	Clinically extremely vulnerable (Shielding)	Fatal/ Major	<p>We have taken note of government guidance (30/12/20) stating that: individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020. We note that the categories of individual recommended to shield was extended on 16th February 2021.</p> <p>We will continue to discuss with employees how they will be supported, including to work from home where possible. We will continue to pay clinically extremely vulnerable staff on their usual terms.</p> <p>See:</p>	Low	Low

				<p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 – GOV.UK (www.gov.uk)</p> <p>We will review individual staff risk assessments in light of the implementation of the national lockdown and individual circumstances.</p> <p>We note that under current DHSC guidance, informed by PHE, currently advises that CEV individuals should continue to shield after they have been vaccinated.</p>		
	Concerns from staff in identified work groups	Clinically vulnerable	Serious	<p>We note that clinically vulnerable staff can continue to attend school where it is not possible to work from home.</p> <p>While in school we will support these staff to follow the protective measures in place in this risk assessment to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in the 'prevention' section of the guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others.</p> <p>While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents.</p>	Low	Low
	Concerns from staff in identified work groups	Pregnant women		<p>We have taken note of government guidance (7/1/21) as follows:</p> <p>Any pregnant woman who is considered to be extremely clinically vulnerable will, in line with national shielding guidance be supported to work at home until national guidance is revised. If home working is not possible, pregnant women are considered 'clinically vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees.</p> <p>We will carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). More information is available on workplace risk assessment for vulnerable people vulnerable people working in other industries. Information</p>	Low	Low

				<p>contained in the Royal College of Obstetricians and Gynaecologists, Royal College of Midwives guidance on coronavirus (COVID-19) in pregnancy should be used as the basis for a risk assessment.</p> <p>Pregnant women of any gestation will not be required to continue working if this is not supported by the risk assessment.</p> <p>We note that pregnant women from 28 weeks' gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID-19). This is because, although pregnant women of any gestation are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, for those women who are 28 weeks pregnant and beyond there is an increased risk of becoming severely ill, and of pre-term birth, should they contract coronavirus (COVID-19). This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness from coronavirus (COVID-19).</p> <p>All pregnant women will, as part of the risk assessment process be advised to practise frequent thorough hand washing, and cleaning of frequently touched areas in their home or workspace, and follow the measures set out in the system of controls section of this risk assessment to minimise the risks of transmission.</p> <p>Pregnant women are not advised to be vaccinated against COVID-19.</p>		
		Those living in a household with someone who is clinically extremely vulnerable.	Serious	We will follow government guidance (7/1/21) that states that: People who live with those who are clinically vulnerable or clinically extremely vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings.	Low	Low
Use of supply teachers and other temporary or peripatetic staff	Potential for the introduction of coronavirus into the school	Pupils & Staff	Serious	<p>We note that it is permissible for supply staff and other temporary workers to move between schools.</p> <p>We will ensure that such staff follow our control measures for the prevention of coronavirus and advise them to take particular care in minimising contact with pupils as far as is practicable.</p>	Low	Low

				Where possible we will endeavour to engage staff on a consistent basis.		
Use of volunteers	Potential for the introduction of coronavirus into the school	Pupils & Staff	Serious	Volunteers may be used to support the work of the school, as would usually be the case. All volunteers will be expected to follow our control measures to reduce the spread of coronavirus. Mixing of volunteers across groups will be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.	Low	Low
1: H Pupil wellbeing						
Management of expectations within the school community	Anxiety within school community re: prevalence and effectiveness of infection control and social distancing measures.	All members of the school community	Serious	Our communication with parents and pupils prior to our return in March will include information about: <ul style="list-style-type: none"> • Arrival and departure from school and arrangements for parents to access the site • Arrangements for infection control • Pupil groupings • What the school day will look like • Attendance and non-attendance • Government guidance about avoiding travel to school via public transport at peak times • Expectations re any changes to the behaviour policy that we have put in place to support our work in infection control and social distancing • What will happen if there is a confirmed or suspected case of coronavirus at the school, or if children display coronavirus symptoms during the school day. <p>We are using this as an opportunity to ensure that pupils' emergency contact details are up to date.</p> <p>Communication will take the form of letters distributed via email (SchoolComms) and also uploaded onto the school website.</p> <p>Before 1.9.20 teachers will upload letters and/or social stories to children to help children to understand the new arrangements, systems and procedures.</p>	Low	Low

				<p>Videos have been created by staff members to model procedures for movement around the school.</p> <p>Government guidance for parents is available at: https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term</p>		
Pupil wellbeing	Changing family circumstances likely to have an adverse effect of pupil's ability to reengage with school	Pupils and staff	Serious	<p>Contact with families has been made by school staff to ensure that they are aware of any potential issues and that relevant support is made available.</p> <p>Staff responsible for pupil groups have been briefed in advance and made aware of any existing support plans/ risk assessments etc, for individual pupils. Plans will be reviewed before the start of term 4 to ensure that pupil's needs are met.</p>	Low	Low
	Ineffective reintegration of young/ vulnerable pupils who have not been attending school for a number of weeks causes anxiety and distress for parents and pupils	Pupils and staff	Serious	<p>As parents will not be able to stay with their children to support their reintegration, we will discuss arrangements on an individual basis where we anticipate difficulties in this area.</p> <p>We will ensure that we have a contact number for the parent so that we can call to ask them to collect their child or provide reassurance to the parent if required.</p>	Low	Low
	Inadequate understanding or enforcement of pupil behaviour expectations.	Pupils and staff	Serious	<p>The school Behaviour Policy has been updated to include expectations re: arrangements for social distancing and movement around school; hygiene rules.</p> <p>Consistent methods of communication ensure that staff, pupils and parents are aware of these.</p>	Low	Low
	Anxiety from parents and young children when starting at a new setting	Pupils and staff	Serious	<p>When settling in children new to an early years setting, we will ensure that parents and carers:</p> <ul style="list-style-type: none"> ● wear face coverings, if required, in line with arrangements for staff and other visitors to the setting. ● stay for a limited amount of time (ideally not more than an hour) ● avoid close contact with other children 	Low	Low

				<ul style="list-style-type: none"> are aware of the system of controls, how this impacts them, and their responsibilities in supporting it when visiting a setting with their child. <p>We will explain these expectations, verbally or in writing, to parents and carers before or on arrival at our setting.</p>		
Individual pupil medical requirements	Pupils in identified groups.	Extremely clinically vulnerable pupils (shielded)	Fatal/ Major	<p>All children still deemed clinically extremely vulnerable are advised not to attend school.</p> <p>https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people</p> <p>Where a pupil is unable to attend school because they are complying with clinical or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should keep a record of, and monitor engagement with this activity but this does not need to be formally recorded in the attendance register.</p> <p>Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p>	Low	Low
	Pupils in identified groups.	Clinically vulnerable pupils	Serious	These pupils may attend school if they are categorised as vulnerable or are the children of critical workers and cannot remain at home.	Low	Low
	Pupils in identified groups.	Pupils living in a household with a person who is extremely clinically vulnerable.	Serious	These pupils may attend school if they are categorised as vulnerable or are the children of critical workers and cannot remain at home.	Low	Low
	Pupils in identified groups.	Those living in a household with a person	Serious	These pupils may attend school if they are categorised as vulnerable or are the children of critical workers and cannot remain at home.	Low	Low

		who is clinically vulnerable. (Including pregnant)				
1: I Provision of first aid and the administration of medication.						
Provision of first aid		Pupils and staff	Serious	<p>We have reviewed our provision for first aid and have ensured that suitably qualified staff are on site at all times.</p> <p>Qualified first aiders are available as required (see below re: EYFS requirements).</p> <p>Reasonably practicable arrangements for accessing first aid ensures that the opportunity for anyone needing assistance does not come into contact with others who are not in their 'group' /opportunities are limited. All teachers will complete basic first aid training (wc 1st September). First aiders will be called to classes using school phones where possible, alternatively staff will send a request for first aid support to the office.</p> <p>Normal hygiene precautions (handwashing and use of gloves) are taken when administering first aid.</p> <p>See below re: use of PPE and working in close proximity to an injured person.</p>	Low	Low
Provision for first aid in the EYFS	Inadequate first aid treatment exacerbates injury or pre-existing conditions.	EYFS pupils	Serious	EYFS requirements: A paediatric trained first aider is present when EYFS pupils are on site. FROM 26 NOVEMBER 2020 DISAPPLICATIONS NO LONGER APPLY.	Low	Low
Administration of medication	Illness or injury to those who are unable to access their medication	Pupils and staff	Fatal/ major	<p>We have reviewed arrangements in place for the administration of medication and have ensured that staff responsible for groups of children are suitably aware of individual medical requirements as required (see below).</p> <p>School procedures for the administration of prescription and controlled medication will continue to apply.</p>	Low	Low

				<p>Parents have been advised that they must return any required medication to school; we will check that medication that has remained in school is still in date. Parents have been advised where this is not the case.</p> <p>Staff will wear PPE whilst administering medication if it is not possible to maintain 2m social distancing.</p> <p>Pupils/ students with allergies and/or those requiring medication (including asthma inhalers) will be known to all staff and their requirements identified on class lists for each teaching group. EHC Plans or other relevant Healthcare Plans to be shared with staff responsible for each teaching group.</p> <p>Adrenaline Auto-injectors (AAI) and asthma inhalers to be easily accessible and their whereabouts known by staff and pupils. Pupils requiring these will be placed in a group with a member of staff who has had the relevant training to administer the AAI and recognise the signs of an allergic reaction/asthma attack.</p> <p>They accept that in an emergency the importance of immediate action to save life takes precedence over social distancing.</p> <p>We will provide refresher training for all staff re: the requirements for individual children with known allergies and ensure that those supervising groups of children at lunchtime are aware of the importance of avoiding cross contamination.</p> <p>Tables will be cleaned after lunch, rubbish disposed of and bin emptied to avoid allergens remaining in the classroom for longer than necessary</p>		
1: J Premises						
Preparation of school building	Failure to complete compliance checks renders the building unfit for use.	All premises occupants	Serious	<p>Before resuming normal operation, the Systems and Services Manager SSM has commissioned a water treatment specialist to chlorinate and flush the complete system for all hot and cold-water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied.</p> <p>All systems have been recommissioned before re-opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment.</p>	Low	Low

				<p>Our fire safety systems have been checked including and making sure:</p> <ul style="list-style-type: none"> ● all fire doors are operational ● the fire alarm system and emergency lights are operational <p>All areas and surfaces have been cleaned and disinfected prior to reopening and if necessary, pest control deployed for insect infestations, particularly in the kitchen and/or food preparation areas. The kitchen has been deep cleaned too prior to reopening and before food preparation resumes.</p> <p>See: Guidance for full opening: schools</p>		
Ventilation (Open windows and doors are recommended as a means of improving air circulation within the building)	Falls from height (open windows)	All premises occupants	Serious	Whilst taking into consideration the necessity to increase ventilation by improving air circulation within the building we have advised staff that window opening restrictors must not be removed.	Low	Low
	Additional doors and windows are left open compromising site security/fire safety.	All premises occupants	Serious	<p>We have reviewed our site and identified doors that could remain open without compromising fire safety/ and or security. All doors which cannot remain open will have a clear sign on them (SSM completed by 1.9.20).</p> <p>For high risk areas such as kitchens and boiler rooms fire doors will be kept in the closed position. Lower risk rooms such as classrooms and offices may be propped open with removable things – a weight or wedge. Class teachers are responsible with removing wedges in their classroom if the fire alarm goes off and at the end of the day.</p> <p>Door guards etc, will continue to be used to improve circulation in the building (and also reduce the need for touching the door handles).</p> <p>All staff have been refreshed about the arrangements in place in the event of a fire evacuation and lockdown including changes to muster points- which will be consistent with revised drop off/collection points.</p>	Low	Low

	<p>Inadequate ventilation contributes towards the spread of coronavirus. Open windows in the winter months mean that the temperature in buildings is uncomfortable.</p>	<p>All premises occupants</p>	<p>Serious</p>	<p>We will ensure that our building is heated to a temperature whereby staff and pupils can work comfortably whilst endeavouring to ensure that there are measures in place to ensure good ventilation. This will be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> • mechanical ventilation systems – these will be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) • natural ventilation – opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air • natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) <p>We note the following advice from HSE: https://www.hse.gov.uk/temperature/thermal/managers.htm https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems</p> <p>NB: Minimum workplace temperature is 16 degrees centigrade. Once the school is in operation, we will ensure it is well ventilated and a comfortable teaching environment is maintained. To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate:</p> <ul style="list-style-type: none"> • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) 	<p>Low</p>	<p>Low</p>
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				<ul style="list-style-type: none"> providing flexibility to allow additional, suitable indoor clothing. Including advising staff and pupils re: the value of layering clothing. rearranging furniture where possible to avoid direct drafts <p>Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p>		
Use of temporary heaters	Unguarded devices increase potential for fire and injury to staff and pupils	All premises occupants	Serious	<p>Where temporary devices are deployed, we will ensure that</p> <ul style="list-style-type: none"> electrical sockets are not overloaded Heaters are suitably guarded so as not to cause injury to staff and pupils Cables etc. do not form trip hazards There is a regime in place to ensure that all devices are switched off when not in use and that this is checked at the end of the day. 	Low	Low
Emergency Evacuation and lockdown	Failure to follow procedures leads to injury or loss of life.	Pupils and staff	Serious	<p>Measures necessary for additional ventilation of the building have been and will be assessed and will not compromise fire safety or site security arrangements.</p> <p>We have briefed staff who are aware of the measures to take in the event of an emergency evacuation or lockdown. Registers for different groups will be required.</p> <p>Safe evacuation/ lockdown takes priority over the maintenance of social distancing arrangements temporarily.</p>	Low	Low
Lettings	School control measures re: cleaning, social distancing etc are compromised leading to increased risk of infection, expense and possible reputational damage.	Pupils Staff Wider community	Serious	<p>Where we are satisfied that it would be safe to do so, and in accordance with the guidance set out for activities permitted during the lockdown period</p> <p>National lockdown: Stay at Home – GOV.UK (www.gov.uk)</p> <p>we may choose to open up or hire out our premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities.</p> <p>In doing so, we will ensure that we are considering carefully how such arrangements can operate within our wider protective measures and also have regard to any other relevant government guidance set out in</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-</p>	Low	Low

				<p>19-guidance-for-the-safe-use-of-multi-purpose-community-facilities</p> <p>Where opening up school leisure facilities for external use, we will do so in line with government guidance on working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities.</p> <p>(See Section 1 : N re: operation of Breakfast and After School Clubs)</p>		
	Failure to meet legal obligations re: track and trace			<p>Community centres and village halls which may host a variety of social, recreational and cultural activities, must collect information for all activities and events taking place within the venue. This should be collected by the person who hires the space. The venue must display an official NHS QR code poster which can be used for every activity that takes place there.</p> <p>https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</p>	Low	Low
1: K Curriculum delivery: Music and PE						
Curriculum delivery: Music	Increased likelihood of infection from coronavirus from playing musical instruments and singing.	Pupils and staff	Serious	<p>Children are not using shared musical instruments during the period of school closure although we are preparing an operating procedure for cleaning any shared instruments that will be shared with staff.</p> <p>Singing, wind and brass instrument playing can be undertaken in line with this and other guidance, in particular guidance provided by the DCMS for professionals and non-professionals, available https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</p> <p>When we resume practical lessons we will mitigate the potential aggregate risk of aerosol transmission by:</p> <ul style="list-style-type: none"> • Playing instruments and singing outdoors where possible. If indoors limiting numbers where necessary to take account of space. • If indoors using a room with as much space as possible e.g.: large room with high ceiling. Limiting numbers to take into account ventilation and the ability to social distance. 	Low	Low

				<ul style="list-style-type: none"> • Singing, wind and brass playing will not take place in larger groups such as choirs and ensembles or assemblies unless significant space, natural airflow (at least 10l/s/person for all present including audiences) and strict social distancing is in place. • In smaller groups where activities can take place strict social distancing between each singer and player and between singers and players and any other persons e.g.: conductors or accompanists. Current guidance is that if the activity is fact to face and without mitigating actions 2m is appropriate. • Pupils should be positioned back-to-back or side to side when playing or singing (rather than face to face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player. • Microphones will be used where possible or singing to be carried out quietly <p>When handling instruments:</p> <ul style="list-style-type: none"> • Increased handwashing is required before and after handling equipment particularly if it is being used by more than one person. • Sharing equipment will be avoided. Any shared equipment including cases, props, chairs and microphones must be disinfected regularly and always between users. • Instruments should be cleaned by the pupils playing them where possible. • Handling of music, parts and scripts to be limited to individual using them only. Pick up and drop off points to be set up rather than passing equipment etc hand to hand. <p>See Section 1L Re: Public Performances</p>		
Curriculum delivery: Drama and dance	Increased likelihood of infection from coronavirus	Pupils Staff	Serious	In addition to the adherence to agreed pupil groupings particular care will be taken to maintain social distancing. Staff will not physically correct pupils. Lessons will be devised that do not incorporate opportunities for contact between pupils	Low	Low

				<p>Background or accompanying music will be kept at levels that do not encourage teachers or other performers to raise their voices unduly.</p> <p>Microphones may be used to reduce the need for shouting/ raised voices. If it is necessary to share these they will be cleaned between use by individuals.</p>		
Curriculum delivery: Physical Education	Increased likelihood of infection from coronavirus	Pupils and staff	Serious	<p>We have flexibility to decide how physical education, sport and physical activity will be provided to pupils attending school while following the measures in our system of controls.</p> <p>Pupils will be kept in consistent groups and sports equipment thoroughly cleaned between each use by different individual groups.</p> <p>Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls. However, outdoor activities and sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sport setting because of the way in which people breathe during exercise.</p> <p>The ability for schools to offer team sports is likely to be limited. Where we are considering team sports schools must only consider those sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government i.e., sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events.</p> <p>We note that competition between different schools will not take place until wider grassroots sports for under 18s is permitted. Competition between different schools will not take place.</p> <p>We will refer to advice from organisations such as the Association for Physical Education, Sport England and Youth Sport Trust.</p> <p>Activities such as active miles, making break times and lessons</p>	Low	Low

				active and encouraging active travel help to enable pupils to be physically active while encouraging physical distancing. We note that schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where we are satisfied that it is safe to do so. We will consider carefully how such arrangements can operate within our wider protective measures.		
1: L Social distancing in the wider school environment						
Arrival and departure from school	Exposure to infection from inadequate social distancing	Pupils and staff	Serious	We will review start/ finish times to keep groups of pupils apart as they arrive and finish school. This will not involve the loss of teaching time	Low	Low
Circulation within the building	Exposure to infection from inadequate social distancing	Pupils and staff	Serious	Pupils will access rooms directly from outside where possible. Corridors will be marked with tape down the middle and children will walk on the left hand side of the tape. Arrangements are in place to stagger break times and lunch times to reduce numbers accessing circulation routes.	Low	Low
Lunchtimes	Exposure to infection from inadequate social distancing during preparation and serving of food (catering staff)	Pupils and staff	Serious	Liaison with catering contractors is in place. Our own catering staff arrangements for social distancing have been implemented.	Low	Low
	Exposure to infection from inadequate social distancing: Collection of food by pupils and eating arrangements	Pupils and staff	Serious	Most pupil groups will eat lunch in their classrooms, as long as suitable levels of supervision can be achieved and cleaning is carried out before and after the consumption of food. Children in Reception classes/groups will eat in the Edgar Hall to allow effective supervision, support for children and cleaning afterwards. Pupils will enter the lunch area in their existing groups and will sit with their group. Where groups use the hall simultaneously, they will be kept as far apart as possible (minimum 2 metres) and separated with screens.	Low	Low
Break times	Exposure to infection from inadequate social distancing: break times	Pupils and staff	Serious	External playgrounds will be split into smaller year group spaces – with only one group to use a space at any one time. All pupils will	Low	Low

				<p>remain in their distinct groups. Different groups of pupils must not play sports or games together.</p> <p>Outdoor equipment will be cleaned more regularly. This includes– the climbing frame, the Boat, climbing walls, the darleks, the tardis and the castle.</p> <p>Each group will be allocated a games box with equipment for just their class bubble. Children will be taken outside if at all possible, even if it is raining. They will be instructed to have a coat with them in school.</p>		
Toilets	Exposure to infection from inadequate social distancing: children's toilets	Pupils	Serious	<p>Toilets will be cleaned at the beginning of each day and at one point during the day, including door handles, taps and other frequently touched surfaces.</p> <p>Children will be instructed to wash their hands thoroughly with soap for at least twenty seconds after using the facilities.</p> <p>Each class group will be assigned specified time slots for when they will all use the toilet to avoid mixing of children from different groups. Clear signage will be erected on the doors. Outside of the allotted time slots, children will only be able to use the toilets if it is absolutely essential, and they must make sure that they follow the above guidance.</p> <p>Posters will be displayed in the toilets about effective hand washing.</p>	Low	Low
	Exposure to infection from inadequate social distancing: adult's toilets	Staff and visitors	Serious	<p>Cleaning as above.</p> <p>Staff will be briefed about hand washing and hygiene protocols.</p> <p>Most toilets in the school only allow for one occupant at a time. In the female toilet in the Edgar building by the staff room, no more than three people will be permitted to enter at one time. Clear signage will be erected on the doors.</p> <p>Posters will be displayed in the toilets about effective hand washing.</p>	Low	Low

Staff Room	Exposure to infection from inadequate social distancing: staff room	Staff and visitors	Serious	<p>Staff will be briefed about social distancing protocols and maintaining appropriate distance at all times.</p> <p>The Food Tech room will be temporarily re-purposed as a second staff room to allow for staff and visitors to have adequate space whilst adhering to distancing protocols.</p> <p>A rota will be created for use of the staff rooms.</p> <p>Where possible, all persons should be asked to bring pre-prepared meals and drinking bottles from home.</p> <p>Staff must clean surfaces and equipment used as they finish.</p> <p>All areas will also be cleaned regularly by cleaners.</p> <p>A dishwasher is no longer available for cleaning crockery, utensils etc. No tea towels or hand towels are to be used.</p> <p>Staff have been advised to bring and use their own cutlery where possible as well as covered reusable drinking mug.</p> <p>Anyone handling shared resources, such as milk bottles and tea tins, should wash their hands thoroughly with soap for at least twenty seconds before handling these items.</p> <p>No more than 6 people should be in each staff room at any one time.</p>	Low	Low
Public performances	Exposure to infection from inadequate social distancing.	Pupils Staff Wider community	Serious	We will not host performances with an audience during the lockdown period.	Low	Low
Educational visits	Exposure to infection from inadequate social distancing etc	Pupils and staff	Serious	We will not undertake any educational visits during the lockdown period.	Low	Low
1:M Social distancing: Offices and shared staff areas						

School Reception areas	Exposure to infection from inadequate social distancing: visitors to school.	Pupils and staff	Serious	<p>Any visitors to site are to be by appointment only. Parents have been advised that they should use remote communication methods, such as calling the office or using designated email addresses, rather than coming into school.</p> <p>Signage has been erected to advise visitors of social distancing protocols.</p> <p>Meetings with parents/ outside agencies etc. to take place over the phone where feasible. If this is not possible, social distancing will be observed.</p> <p>Site inductions are to be carried out following social distancing principles.</p> <p>Hand sanitiser will be provided to all persons entering premises. There will be clear signage to explain control measures that should be observed and guidance documents for visitors including this document.</p> <p>Staff signing in arrangements – all staff will sign in at the new sign in desk outside the main school office. Staff will be expected to wash their hands immediately after doing so. Hand sanitiser will also be available but staff should be encouraged to wash their hands with soap on arrival in the classroom.</p>	Low	Low
	Exposure to infection from deliveries arriving at the school.	Staff	Serious	<p>Any deliveries which can be posted through a letterbox to be delivered to the school office.</p> <p>Any deliveries which are too big to go through the hatch or which require confirmation of delivery and/or receipt to be brought to the school office and left in the foyer to be brought through by the caretaker or other school staff. All deliveries to be contactless.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p>	Low	Low
	Violence and aggression towards school staff causes injury and distress	Pupils and staff	Serious	We will maintain transparency and regular contact with all members of the school community.	Low	Low

				<p>Regular briefings/updates for all staff so that they are aware of school response to the COVID 19 virus and can communicate consistently to those who ask.</p> <p>Readiness to deploy the range of behaviour remedies if behaviour becomes unacceptable from warning to full banning from site/sect 547 warnings/action.</p>		
Other work areas	Exposure to infection from inadequate social distancing: other work areas	Staff	Serious	<p>We are continuing the opportunity for working from home for staff who do not need to attend the site such as teachers preparing home learning/ office staff where work does not involve direct contact with pupils, etc.</p> <p>Staff meetings will be held remotely; if this is not possible 2m social distancing guidance will be followed.</p> <p>Furniture reconfigured in staff areas to allow 2m distancing; screens/glass panel between school staff and office workers means no one needs to access the school office. Room capacity is adhered to.</p> <p>All areas are cleaned regularly. No tea towels or hand towels are to be used.</p> <p>ICT equipment should not be shared. If this is not possible keyboards and work areas must be cleaned between use.</p>	Low	Low
Contractors working on the premises.	Exposure to infection from inadequate social distancing/ hygiene arrangements	All	Serious	<p>All contractors working on the premises will be required to follow control measures listed for visitors above. Where possible they will be required to visit after school hours.</p> <p>For areas where there are larger scale building projects in place, contractors will remain entirely separate from the school community.</p>	Low	Low

Use of changing facilities/showers	Exposure to infection from inadequate social distancing/ hygiene arrangements	Staff	Serious	The shower facility in the Grant building will only be accessible with advanced permission of the SSM who will ensure appropriate arrangements for staff cleaning and/or professional cleaning.	Low	Low
1: N Afterschool and breakfast clubs						
Afterschool and Breakfast Clubs	Arrangements for infection control, social distancing etc are not practised at Breakfast and Afterschool Club thus increasing the risk of infection within the school community.	All members of the school community	Serious	<p>Guidance for operating during the lockdown period may be found as follows: 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/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p> <p>Where school is the provider: We have liaised with the management team of our on-site provider, BRAC, making our Risk Assessment available to support consistency of approach during periods when they choose to open.</p> <p>We will share information re; grouping our grouping of pupils so that these are maintained where possible. As with physical activity during the school day, contact sports should not take place.</p>	Low	Low

Part 2: Maintaining educational provision in the event of a local outbreak

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated? (Use a row for each one identified)	Who is affected or exposed to hazards?	What Severity of Harm can reasonably be expected? (See Table 1)	What Precautions (Existing Controls) are already in place to either Eliminate or Reduce the risk of an accident happening?	What Likelihood is there of an accident occurring? (See Table 1)	What is the Risk Rating? (See Table 2 and 3)
Maintaining contact with pupils staying at home	Safeguarding concerns are not reported; pupil/ student is placed at risk.	All	Serious	<p>Concerns may become apparent during interaction in the community, online communication etc.</p> <p>All school staff to be aware of arrangements in place for contact school DSL/ Deputies during the closure period.</p>	Low	Low

	Enhanced risks to pupils re: online safety resulting from increased internet exposure; working remotely without access to support from peer group and school	Pupils	Serious	School to provide information to parents and pupils re: online safety, including encouraging parents to set up age-appropriate parental controls and internet filters as applicable. Also signposting to support available for reporting bullying and online abuse. School to make parents aware of sites they are asking their children to use and school staff their child will interact with.	Low	Low
	E-Safety. Inappropriate staff contact with pupils/ students	Pupils	Minor to Serious	School E-Safety Policies continue to apply. Communication must only take place through school channels approved by the senior leadership team. Parents/carers have been informed of the appropriate channels of communication. Staff must not make informal arrangements to contact students using their own phones/ devices etc.	Low	Low
	Injury or contamination of staff undertaking home visits. Vulnerable pupils/ students are 'missed' through lack of contact etc.	Visiting staff	Serious	Staff to follow government guidance on social distancing. Speak to families on the door step or through a window if they are self-isolating. Any home visit will be carried out by 2 members of staff subject to risk assessment associated with that home, location and family profile. School Lone Working Procedures to be followed (including the maintenance of a school contact during the visit). Where the family is self-isolating ask that the child comes to the window so that they can be seen by professionals. If phoning families we will speak to the child as well.	Low	Low

PART 3: Arrangements for staff working from home during a local outbreak

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated? (Use a row for each one identified)	Who is affected or exposed to hazards?	What Severity of Harm can reasonably be expected?	What Precautions (Existing Controls) are already in place to either Eliminate or Reduce the risk of an accident happening?	What Likelihood is there of an accident occurring? (See Table 1)	What is the Risk Rating?
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			(See Table 1)			(See Table 2 and 3)
Use of display screen equipment e.g.: laptop, desktop etc.	Back/neck/wrist injury from poor posture and use of equipment over a prolonged period of time.	Staff working from home	Serious	<p>We follow guidance from HSE as follows:</p> <p>For those people who are working at home, the risks associated with DSE must be controlled. This includes doing home workstation assessments.</p> <p>However, there is no increased risk from DSE work for those working at home very temporarily.</p> <p>We have provided workers with advice on completing their own basic assessment at home using: www.hse.gov.uk/pubns/ck1.pdf</p> <p>We advise staff that there are some simple steps to be taken to reduce the risks from display screen work:</p> <ul style="list-style-type: none"> ● breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity ● avoiding awkward, static postures by regularly changing position ● getting up and moving or doing stretching exercises ● avoiding eye fatigue by changing focus or blinking from time to time. 	Low	Low
Data protection	Data breach exposes staff or students to risk of harm. Data breach is undetected.	All	Serious	<p>All staff have read the school data protection policy and are aware of their responsibilities re: use and transfer of personal data.</p> <p>School Data Protection Policies and Procedures apply.</p> <p>Staff are aware of their responsibilities for reporting a data breach to relevant staff at school. Our DPO is involved if required.</p>	Low	Low

Workplace stress exacerbated by social isolation.	Depression Anxiety and other forms of mental illness	Staff working from home	Serious	<p>Opportunities are in place for regular (online) contact from line managers and colleagues.</p> <p>We have signposted to relevant counselling services – Employee Assistance Programme (0800 111 6387).</p> <p>HR advice is available if required – all staff have been encouraged to contact HT/DHT/HoY to discuss concerns.</p>	Low	Low
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PART 4: Implementation of Lateral Flow Testing to school staff from January 2021

Staff will have the opportunity to be tested using a validated Lateral Flow Device. Up to a third of individuals who test positive for COVID-19 have no symptoms at all and can therefore spread it unknowingly. That is why the testing of people without symptoms is vital. Identifying those individuals will save lives. This is what is known as ‘mass testing’. In validation studies conducted by Oxford University and Public Health England, they were shown to be as accurate in identifying a case as a PCR test (99.8% specificity). The tests have lower sensitivity, but they are better at picking up cases when a person has higher viral load, hence the need to test frequently. When used in combination with other measures such as Personal Protective Equipment (PPE), washing hands regularly and social distancing, these tests further reduce the risk of transmission. Staff will be able to take tests twice-weekly. If a positive result is identified with an LFD it must be validated by a confirmatory off-site PCR test (booked via NHS Test and Trace). Staff should complete the tests at home.

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated? (Use a row for each one identified)	Who is affected or exposed to hazards?	What Severity of Harm can reasonably be expected? (See Table 1)	What Precautions (Existing Controls) are already in place to either Eliminate or Reduce the risk of an accident happening?	What Likelihood is there of an accident occurring? (See Table 1)	What is the Risk Rating? (See Table 2 and 3)
Periodic testing of staff	Member of staff does not participate in periodic testing	All members of school community		Participation is voluntary for the programme and active consent is required by staff. If any staff member does not wish to consent to take part in testing they will still be able to attend unless they develop symptoms or are required to self-isolate because a member of their household is waiting a test result or has tested positive.	Low	Low

Storage of test kits	Deterioration of the tests due to storage at wrong temperature. Loss, damage or theft of testing materials.	All members of school community		Secure area allocated for storage of testing kits and PPE according to instructions (between approx. 2 degrees C–30 degrees C)	Low	Low
2.5 MANAGEMENT AND COMMUNICATION OF RESULTS						
Management of results	Failure to respond to positive LFT means that a staff member who potentially has coronavirus comes into contact with the school community.	All members of school community		Staff will be advised to follow the guidance outlined in the LFT pack and take a confirmatory PCR test. A COVID-19 Test Register will be set up. This will enable the school to track results. We will use this so that we know when someone has tested positive or gets a void result. The COVID -19 Test Register will be retained for a minimum of 14 days and will be securely destroyed within 1 month of the testing programme ending. This is to comply with data protection law.	Low	Low

Action plan:

What is the Hazard you need to Control? (medium to high from the risk rating above)	What additional precautions do you need to either eliminate or reduce the risk to an acceptable level?	Who is responsible for implementing these controls?	When are these controls to be implemented (Date)?	When Were these controls implemented (Date)?
Low item section 1C Social distancing across the site	Orange lines to be painted at two metre intervals throughout the school site and signage installed instructing parents/carers to use these lines to ensure social distancing at drop-off and collection.	DHT/TB/AP	5.3.21	

References: The following documents detail the standards that are being applied

LA managers checklist	http://intranet.bcc.lan/ccm/content/articles/people/health-wellbeing-work/managers-checklist-covid-19.en	
Premises	https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak	
Travel to and from School	https://www.gov.uk/guidance/coronavirus-covid-19-uk-transport-and-travel-advice	
Staffing allocation	https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings	
Hygiene/ cleaning	https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings Adults https://coronavirusresources.phe.gov.uk/hand-hygiene/resources/ Children https://campaignresources.phe.gov.uk/schools Cleaning – https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings	
Access to and egress from buildings	https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings	
External providers, visitors and contractors	https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers	
Deliveries	https://www.gov.uk/coronavirus	

	https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19	
Discovery of (or by) a person with Covid-19 symptoms	https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings	
Transmission of or infection with Covid-19 during discovery of (or by) a person with Covid-19 symptoms	https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	

Table 1: Definitions

Potential Severity of Harm	Meaning of the harm description	Likelihood/Probability of Harm	Meaning of likelihood/probability
Fatal/Major Injury	Death, major injuries or ill health causing long term disability/absence from work.	High (Likely/probable)	Occurs repeatedly/ to be expected.
Serious Injury	Injuries or ill health causing short-term disability/absences from work (over three days absence)	Medium (possible)	Moderate chance/could occur sometimes.
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work.	Low (unlikely)	Not Likely to occur

Table 2: Risk rating matrix: Potential severity of harm + Likelihood/ probability of Harm = Risk rating

	High (Likely/Probable)	Medium (Possible)	Low (Unlikely)
Fatal/Major Injury	VERY HIGH	HIGH	MEDIUM
Serious Injury	HIGH	MEDIUM	LOW
Minor Injury	MEDIUM	LOW	LOW

Table 3: Action required: Key to ranking and what action to take

VERY HIGH Risk	STOP ACTIVITY! Take action to reassess the work/activity and apply reduction hierarchy before proceeding.
HIGH Risk	Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue.
MEDIUM Risk	Implement all additional precautions that are not unreasonably costly or troublesome within an agreed timeframe. Reduce risk to a tolerable level.
LOW Risk	Monitor and review your rolling programme.