



<div>  <div>PARTIAL CLOSURE- NATIONAL LOCKDOWN RISK ASSESSMENT</div>  </div>						
HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH,MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Critical workers children and Staff only in school	Pupils Staff Parents Others	Infection Control	Only critical worker and vulnerable children permitted in school Staff and Parents will follow the same control measures as previously stated.	LOW	Yes	
Arriving to school	Pupils Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> Inform Parents of the entrance and exit points in advance to the new term starting via website or other communication systems- PPT & Video sent 8/07/2020 Yr6 & Yr5 to meet at the Common Ground area at specified times for collection and drop-off Yr4 to use the Walking 4s operating by school staff at the start and end of the day. One parent accompanying the child and from 2 November to wear a face covering when on school premises (from gate) Use of all entrance points into school for different groups 2 metre rule to be enforced while they are waiting for staff to receive their children if this can't be enforced a 1 metre+ rule to be adhered to. Staff member (SLG) who is possibly outside enforcing the rules should wear a face covering and gloves. Identified by wearing a Hi-Vis jacket. 2 metre markings on the main playground Staggered arrival- Follow revised 'Start/End of Day' plan Parents to leave as soon as the staff member receives their child/older children walk in, supervised through 2 entrances. Parents to arrive at their designated time slot One-way system created on entry via main school gates Parents wishing to talk to staff must make an appointment (first instance telephone conversation/email) 	LOW	Yes	

			<ul style="list-style-type: none"> • Staff to wear visors if collecting or dismissing children when handing over from/to parents. • Hand sanitiser dispensed from stands at the gate and library area (removed after arrival to avoid ingestion.) 			
Staff receiving child from Parent	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • 2 metre rule to be enforced while they are waiting for staff to receive their children if this can't be enforced a 1 metre+ rule to be adhered to. • Designated Staff at entrance point with hand sanitizer as children come into school • Staff enforcing 1metre+ rule as children walk into the school building. • One-way system created on entry via main school gates 	LOW	Yes	
School Uniform	Pupils	Infection Control	<ul style="list-style-type: none"> • Pupils are to attend school in school uniform as these are easily cleaned (washing machine) • They do not require cleaning any more than usual. 	LOW	Yes	
Wider Public Transport	Pupils Driver Public	Risk of Infection	<ul style="list-style-type: none"> • Where possible encourage children to walk to school or use alternative transport i.e. cycle, walking bus. • Pupils to arrive at a staggered time to avoid peak travel times • Pupils encouraged to wash hands as soon as arrive at school 	LOW	Yes	
Face Masks/ Face covering	Pupils Staff	Risk of Spread of Infection	<ul style="list-style-type: none"> • Information given on newsletters prior to start of new term on how to remove face masks/ face covering correctly. • Staff and Pupils to ensure they remove face masks/ face covering correctly and remove without touching the front of the face mask/ face covering (remove by loops on ears) • If disposable face masks these must be disposed of in a closed bin. • If material re-use masks these should be placed inside a disposable bag and taken home to re-wash before reusing. • Face Visors provided to all staff and can be used at their discretion. 	LOW	Yes	
Classroom set up	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • All classes to remain in 'Class Bubbles' in the main • The classroom must be set up in rows with all children facing the same direction (front of the class) • Class seating plans in red folders and children are to remain in the same seats and updated on Google Drive • Staff to note any changes to usual timetable in staff planner diary. • Staff to note any change to pupil seating arrangements in staff planner diary and updated on Google Drive • The teacher's desk must be kept 2 metres away from the children's tables/desks. • Pupil desks to be separated to maintain social distance in the room facing the same direction 	LOW	Yes	

			<ul style="list-style-type: none"> • Tissues available on each table for pupils to use when coughing or sneezing and they must go into a bin with lid after one use. • Each child has their own belongings in their tray and have access to the items • Pupil books kept in their individual trays • Encourage self-marking and teacher to use ALPs for assessment and observations. • Books to be marked in school and not taken home by Staff. • Gloves worn when marking books • Reading books returned from home to be quarantined 72hrs before handling • Limit sharing of resources where possible • Sharing of resources permitted but cleaning down after use within the 'class bubble' • Laptops/iPads wiped before and after use • Class Teachers to use 'Classroom Regeneration procedure checklist daily. • Windows and doors opened to circulate fresh air (in cooler weather windows should 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. • To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: <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) • providing flexibility to allow additional, suitable indoor clothing. • rearranging furniture where possible to avoid direct drafts • Doors wedged open to limit the use of door handles-but must be closed as exiting in the case of a fire alarm. • Grab-bags to contain hand sanitizer to use during a fire alarm having touched doors and handles by all Staff • Pupils and Parents informed to keep items brought into school to a minimum 			
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			<ul style="list-style-type: none"> ● Only lunch boxes, outdoor clothes, bags and (Yr5&6) mobile phones permitted. ● Books/letters/forms permitted but restrict to paperless wherever possible etc... ● PE kit is required to be worn by children from home on the day they have PE ● Lunchboxes/bags placed in Lunch trolley within each class ● Water bottles on each table ● Rooms must be cleaned between use by different groups. 			
Classroom Lessons	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> ● Playing of brass or woodwind instruments in small groups should follow 3metre distance in a well-ventilated area - if possible use outdoor space or teach remotely. See specific Music Risk assessment ● No assemblies beyond 'class bubble' groups ● Specialist/Supply staff to work with different 'class bubbles' if needed ● Teaching staff must keep safe distance at all times where possible when teaching. (ideally 2metres for older children) ● Teacher and group to remain in their designated class ● No mixing of children between 'class bubbles' ● Group sizes kept to class size agreed in policy (KS1 30; KS2 32) ● Where children may require extra assistance a 1metre+ rule should to be enforced if possible. ● No group/ paired work ● No use of carpet space ● Sharing of equipment including outdoor equipment within the 'class bubble' is permitted but must be cleaned after each use e.g. balls/ skipping ropes etc... ● Reduce children movement in the class where possible. ● Collecting of books whilst children are in the 'class bubble' is permitted. ● Staff collating books for marking once children have left the classroom and wash hands ● Where possible use outdoor learning environment. ● Share the social distance/H& S slides daily as part of induction with children every morning initially ● Pupils old enough to understand will be informed not to touch staff and their peers where possible. ● Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone. ● Removal of an unnecessary furniture- to create space 	LOW	Yes	

Before/After school club	Staff	Infection Control	<ul style="list-style-type: none"> • All staff involved in before/after school activities to wear either a mask or visor for the duration of the activity • Staff change of clothes when moving into a different role • Pupils to remain in year group bubbles 	LOW	Yes	
Use of school resources in individual bubbles	Staff Pupils	Infection Control	<ul style="list-style-type: none"> • Where possible keep the use of resources to each allocated bubble. • Pupils should use their own pencils and pens and not share • All classroom-based resources i.e. books and games should be cleaned regularly along with all frequently touched surfaces. 	LOW	Yes	
Use of school resources shared between bubbles or classes	Staff Pupils	Infection Control	<ul style="list-style-type: none"> • Shared resources between bubbles or classes should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. 	MED	Yes	
Taking items/resources home	Staff Pupils	Infection Control	<ul style="list-style-type: none"> • Unnecessary taking home of equipment / resources discouraged • Cleaning as above if items are taken home. 	MED	Yes	
Use of Supply teachers and Specialist staff	Staff Pupils	Risk of Infection	<ul style="list-style-type: none"> • Inform supply staff of the arrangements in place • Where possible minimise their movement around school • Handwashing if moving between locations 	LOW	Yes	
Physical Activity	Pupils Staff	Infection Control	<ul style="list-style-type: none"> • Outdoor sports where possible and contact sports avoided. • Maximise distance between pupils • Equipment used must be scrupulously cleaned after each use • Encourage activities such as active mile. • Indoor sports should be small groups only and social distancing carried out and all equipment cleaned after each group use. 			
Children requiring using the toilet in lesson times	Children Staff	Infection Control	<ul style="list-style-type: none"> • Inform the child of the importance of washing their hands after using the toilet • Where possible on their return to the classroom use the hand sanitiser on entering the classroom. • Remind children to wash their hands for 20 second (using the Birthday song) • Designated toilets used by each Year Group • Encourage children to use toilets during allocated break times rather than during lessons. • Maximum number of children in each toilet block displayed outside • Remind children of the social distance 2metre rule (where age appropriate) 	MEDIUM	Yes	

Break times	Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> Children informed again of the importance of social distancing whilst outside - exit doors propped open for ventilation. Look at providing activities so that children can abide by the rules. Supervising staff must keep a 2-metre distance from each other at all times. Staggered break times Outdoor space sectioned for each group and 2metre distance followed Follow new lunch and break times 	MEDIUM	Yes	
Break Times – Staff Room	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Staff must sit at least 2 metres apart from each other Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils or preferably use dishwasher Two Staffroom bases set up: Main Staffroom (EYFS, SLT & Office staff) & Teaching School (KS1&KS2 Staff); Back-up in case TS is in use- Art Centre Staffrooms designated to teams of staff, no dual use of staffrooms No more than 8 Staff in either staffroom at a time No member of staff in the staffroom beyond 10mins Staff lunchtimes are timetabled so that year groups colleagues are together whilst maintaining social distance 	LOW	Yes	
Break Times (Lunch) Classrooms	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> Whilst children are on breaks clean tables and door handles/ sink & tap with a disinfectant or disinfectant spray. Wear gloves whilst carrying out this task and wash hands after cleaning. 	Low	Yes	
Lunch breaks	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Lunch tables are positioned so that all children are facing the same direction in dining hall or where required classrooms are utilised to ensure safe social distancing is continued. Seating marked that can/cannot be used to keep the social distance Class Groups to remain 2metres apart at all times Outdoor picnic tables used, whilst maintain 2metre social distance All children to have a packed lunch Lunchtime Staff to support designated Class Groups and distribute lunch packs Lunchtime staff to wear gloves Lunch table cleaned after every child using it. Lunch Hall-staggered lunchtime rota; alternate year groups in hall each week EYFS to have lunch in family groups Children to wash hands before and after eating lunch 	Low	Yes	

First Aid – minor treatment	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Try to assist at a safe distance from the casualty as much as you can and minimise prolonged face to face contact when dealing with injuries. • Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering when dealing with injuries. (Visor available) • Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc. • Ensure records of injury and treatment are recorded and who administered first aid treatment. • Always wash hands after contact • Designated First Aider per Phase • Each Phase to have individual First Aid resource supply • Always Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible after contact. • Ensure you safely discard disposable items and clean reusable ones thoroughly. 	LOW	Yes	
First Aid – Life threatening	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • In the event of a serious injury or incident call 999 immediately. Tell the call handler if the patient has any COVID-19 symptoms • Wear face covering and gloves when in close contact or dealing with bodily fluids • In the event of CPR being required it is advised only chest compressions are given and use of a defib if available. • Always Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible after contact. • Ensure you safely discard disposable items and clean reusable ones thoroughly • 	LOW	Yes	
First Aid & Medication	Staff Pupils Others	First Aid Procedures	<ul style="list-style-type: none"> • First Aiders must always wear gloves when administering first aid procedures. • It is advisable a face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK) • Any dressings used to be double bagged. • Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK) 	LOW	Yes	

			<ul style="list-style-type: none"> • Ensure records of administration are kept up to date and who administered the medication. • Always Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible after contact. • Ensure you safely discard disposable items and clean reusable ones thoroughly 			
Intimate Care	Staff	Lack of Infection Control	<ul style="list-style-type: none"> • When staff are carrying out any intimate care they must: • Wear Gloves • Wear an apron • Wear a face mask (if risk of contamination) • Nappies, wipes etc. must be double bagged and placed into a bin (preferably a closed bin) • Soiled clothes to be double bagged and given to parents on collection of child. • Staff must wash their hands once gloves and face masks are removed - remove face mask as per Govt Guidance (protective measures) • A poster of instructions to be displayed, which must be followed. Second adult present at 2m distance. • Record all intimate care carried out. 	LOW	Yes	
Children who are upset	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where a child is upset it is advised to still try to maintain a safe distance whilst offering comfort to child. • Encourage child to use a tissue/own tissues to wipe eyes/nose etc. Dispose of as per guidance. • If contact is required, consider wearing a face covering. • Wash hands after contact 	Medium	Yes	
Children with behavioural issues	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where possible allow the child to vent their frustrations • Where possible allow child to be in a room on their own or outside- use the Pastoral Room • If team teach techniques are required, it is advised face coverings and gloves are worn. • Additional adult in the base to support with behaviour where possible 	Medium	Yes	
Children leaving at the end of the school day. Primary	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> • One-way system in place with a staff member supervising outside to inform parents to abide by the 2metre social distancing rule. • Staggered leaving times. • Children released when parent is next in queue and child will be fetched from classroom/waiting area. • Walkie-talkie communication to staff in classrooms/ on field. 	Low	Yes	

			<ul style="list-style-type: none"> • 2 metre marking (spots) to guide children to maintain social distancing whilst awaiting dismissal indoors and outdoors • Follow 'End of Day' plan for dismissal • Regeneration Guidelines visibly displayed around the collection points. 			
Children leaving at the end of the school day-- Lone walkers (Yr5 & Yr6)	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Students to be informed of the requirement to maintain 2 metre rule when leaving school. • Staff on duty outside to ensure students leave in a safe manner. • Staggered dismissal, (parental permission) • Side photocopier entrance/exit used. 	HIGH	Yes	
Parent wishing to talk to staff	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Parents will be informed that the majority of contact with staff will be either over the phone/by email or if this is not possible a meeting may be arranged and social distancing rules observed. • Parents will be discouraged re: congregating around the school site. • Notice for parents displayed on main notice boards and outside gates/on playground 	LOW	Yes	
Awareness of policies / procedures / Guidance	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> • All staff, returning to work must ensure they are aware of the current guidelines with regard to safe distancing and washing hands on a regular basis. • Whole staff Regeneration Briefing Wednesday 8th July via MS Teams • All staff able to access the following information on-line for up to date information on COVID-19 & receive regular updates via email/staff briefing <ul style="list-style-type: none"> ☐ Public Health England ☐ Gov.co.uk ☐ NHS ☐ DfE ☐ Department for Health and Social Care • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids) • Staff are made aware of the school's infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus. • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter, posters or social media – they are 	LOW	Yes	

			<p>informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</p> <ul style="list-style-type: none"> • Pupils are made aware of the school's infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell. 			
Poor hygiene practice	Staff Pupils Others	Ill Health	<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. • Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. • Adequate amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. • Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. • Pupils are forbidden from sharing cutlery, cups or food. • Any cutlery/cups are thoroughly cleaned before/after use (although this shouldn't be required with packed lunches). • Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England • Communicate the need of normal personal hygiene and washing of clothes following a day in school to staff, parents and pupils 	Low	Yes	
Ill health	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> • Flow chart and procedures from Walsall followed regarding reporting of symptoms and cases • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing; loss of smell/taste, high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus. • Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever, loss of taste/smell or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times until collected/leave the 	Medium	Yes	

			<p>premises. Ideally a window or door should be opened for ventilation– Shepherds Hut</p> <ul style="list-style-type: none"> • The relevant member of staff calls for emergency assistance immediately if a pupil's symptoms are evident in class. • The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff/ all emergency contact details up to date • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. • Unwell pupils, who are waiting to go home, are kept in an area where they can be at least two metres away from others. Shepherds Hut • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection (unisex toilet). • Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. They should arrange for a COVID test • Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. • Staff are advised to arrange for a COVID-19 test or issued with a test from school • Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy. 			
Spread of infection	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE, at all times. • Parents are informed not to bring their children to school or on the school premises if they themselves show signs of being unwell, or the child or family member, and they believe they have been exposed to coronavirus. • Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. 	Low	Yes	

			<ul style="list-style-type: none"> Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil's parents where necessary. 			
Spread of infection	Staff Pupils Others	Confirmed case of COVID-19	<ul style="list-style-type: none"> Where the child, or staff member tests positive, the rest of their group will be sent home and advised to self-isolate for 14 days. If the test proves to be negative for others in the group, this will enable them to get back into school. 	LOW	Yes	
Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> STAY ALERT message relayed to all staff Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or SLT as soon as possible. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff. Staff inform the headteacher when they plan to return to work after having coronavirus. The Site Manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 	Low	Yes	
Lack of communication	Pupils Staff Parents Others	Infection Control	<ul style="list-style-type: none"> The school staff reports immediately to the Headteacher about any cases of suspected coronavirus, even if they are unsure. The Headteacher contacts the local HPT or follows the advice given from and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local HPT. Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary. 	LOW	YES	
Cleaning while school open	Staff	Infection Control	<ul style="list-style-type: none"> All hard surfaces to be cleaned on a regular basis, this will include <ul style="list-style-type: none"> All door handles 	LOW	Yes	

			<ul style="list-style-type: none"> □ All tables and chairs used by staff and pupils □ Toilet flushes and regular cleaning of toilets. • All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash. • Regular cleaning of surfaces will reduce the risk of spreading the virus. • All used cloths thrown away to be double bagged and then placed in a secure area i.e. lockable bin. • All classrooms have bins with lids • Bins with tissues to be emptied regularly 			
Statutory Tests and Inspections	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> • Statutory inspections to continue but with social distancing in place, at all times. • In-house inspections should continue to ensure the school remains as safe as possible. • Fire Drill carried out first week of partial opening and will be scheduled during first week in September • Route cards for fire evacuation reviewed and additional routes created • Wedges kicked out as exiting the building due to a fire evacuation 	LOW	Yes	
Contractors in school	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> • Where contractors are coming into school, they must have up to date Risk Assessments and Method Statements. • Control measures regarding the Coronavirus must be included within their RAMs. • School to ensure no pupils or staff are in the area where contractors are working. • Contractors will be designated a toilet they can use whilst on site. • Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. • They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site. • If they become aware of a contractor coming down with symptoms within 14 days of being at the school they must inform the school immediately. • Essential visitors only on site and required to wear face coverings 	LOW	Yes	
Emergencies	Staff Pupils	Infection Control	<ul style="list-style-type: none"> • All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as practicable in the event of an emergency. 	LOW	Yes	

			<ul style="list-style-type: none"> Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. 			
Pupils who are extremely clinically vulnerable.	Pupils	Risk of infection	<ul style="list-style-type: none"> Those who are clinically extremely vulnerable should not attend school and should remain at home and continue with on-line education. 	LOW	Yes	
Pupils who are Clinically vulnerable.	Pupils	Risk of infection	<ul style="list-style-type: none"> Pupils who are classed as clinically vulnerable will continue to access face to face learning on the school site if required. 	LOW	Yes	
Staff who are extremely clinically vulnerable.	Staff	Risk of infection	<p>Those who are clinically extremely vulnerable should not attend work, and must work from home</p> <p>A separate risk assessment will be in place</p>	LOW	Yes	
Staff who are clinically vulnerable	Staff	Risk of infection	<p>Advice for those who are clinically-vulnerable, including pregnant women, is available.</p> <p>Roles in school where it is possible to maintain social distancing.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p>	LOW	Yes	
Pregnant Staff	Staff	Concerns Worry	<ul style="list-style-type: none"> As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people. Staff and pregnant Pupils who are 28 weeks pregnant and beyond are at an increased risk Expectant mothers risk assessments must be carried out and risk control measures put in place. https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/ 	HIGH	Yes	
Staff who may otherwise be at increased risk from COVID 19	Staff	Concerns Worry COVID 19	<ul style="list-style-type: none"> 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. The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we recommend schools discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders 	MEDIUM	Yes	

			<p>should try as far as practically possible to accommodate additional measures where appropriate.</p> <ul style="list-style-type: none"> • People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. 			
Families anxious returning pupils to school	Pupils	Concerns Worry	<ul style="list-style-type: none"> • Schools should bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. • Arrange telephone, virtual or face to face meetings with parents • Provide reassurance • Make it clear it is compulsory school age children attend school unless a statutory reason applies. 	LOW	Yes	
Use of Outdoor Play Equipment	Pupils	Risk of Infection	<ul style="list-style-type: none"> • Ensure all fixed outdoor play equipment and other equipment has been inspected and tested prior to pupils using. • Social distancing to continue to be maintained where possible if this is not possible ensure separate bubbles use equipment one bubble at a time. • Limit the number of users on the equipment at any one time. <p>Sanitise frequently touch point areas:</p> <ul style="list-style-type: none"> • playground equipment for children, usually up to age 14, such as slides monkey bars and climbing frames • semi enclosed playhouses or huts for small children • enclosed crawl through 'tunnels' or tube slides • exercise bars and machine handles on outdoor gym equipment • entry and exit points such as gates • seating areas such as benches and picnic tables • refuse areas/bins <p>Equipment to be sanitised between each bubble use where possible.</p> <p>Pupils to clean / sanitise hands prior to use and after use.</p> <ul style="list-style-type: none"> • Remind pupils not to put hands near mouth or nose. <p>No food or drink to be consumed when using any outdoor equipment.</p> <p>Signs informing Parents</p> <ul style="list-style-type: none"> • Signs to be displayed informing parents to keep their children off the equipment and it is for supervised use only for pupils when in school. <p>Pupils with Additional Needs</p> <ul style="list-style-type: none"> • May require frequent reminders about rules of behaviour, especially if having to wait for use of equipment. • Children with physical and sensory disabilities may need assistance with moving from one place to the next <p>Keeping Staff Safe</p>	MEDIUM	Yes	

			<ul style="list-style-type: none"> • Ensure staff only supervise their pupil bubbles • Staff to have a supply of sanitising equipment and if required PPE 			
Track and Trace	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> • Up to date record kept of all visitors and contact details, with permission. • If a pupil or member of staff or others are showing symptoms they must go home immediately to self-isolate. • The school to inform staff and parents they must be willing to take a test if they are displaying symptoms. • All children can be tested (including children under 5) • They should provide details of close contacts if they test positive or if asked by NHS track and Trace • Self-isolate if they have been in close contact with someone who has tested positive for coronavirus. • From 28 September 2020 all staff will be advised to download the NHS Track and Trace app and have their phones on their person at all times, and use the QR code to check in 	LOW	Yes	
Testing Negative	Staff Pupils Others	COVID 19	<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. 	LOW	Yes	
Testing positive	Staff Pupils Others	COVID 19	<ul style="list-style-type: none"> • 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 14 days. 	MEDIUM	Yes	
Manage positive cases amongst the school community	School Head Teacher	COVID 19	<ul style="list-style-type: none"> • Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. 	HIGH	Yes	

			<ul style="list-style-type: none"> • 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. • The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means: <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 • The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). 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. • 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 14-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: • If the test delivers a negative result to a household member, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. 			
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			<ul style="list-style-type: none"> • 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 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' • 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 testing and tracing for coronavirus (COVID-19). 			
Contain an outbreak	School Head Teacher	Not following advice	<ul style="list-style-type: none"> • If schools have two or more confirmed cases within 14 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. • 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. 	HIGH	Yes	
Contingency Plans for Outbreaks	Pupils Staff	School shutting	<ul style="list-style-type: none"> • In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. • Schools will use contingency plan for this eventuality. • This may involve a return to remaining open only for vulnerable children and the children of critical workers and providing remote education for all other pupils. 	HIGH	Yes	
Mental Health and well being	Staff	Anxiousness	<ul style="list-style-type: none"> • Have regular keep in touch meetings/calls with Line Managers • Two Mental Health First Aiders in school (Wayne & Victoria) available to talk to staff • All Staff have line managers to discuss any concerns which are causing worries. • Involve staff in discussion around risk assessments so they can help identify potential problems and identify solutions- Shared with all staff Wednesday 8th July 	MEDIUM	Yes	

			<ul style="list-style-type: none"> Staff updated on what is happening so they feel involved and reassured Communication is clear and sent out in a timely way. Increase Team Building/ Wellbeing opportunities in September (INSET Day) Regular Pulse Surveys carried out via ParentMail software. Begin engagement with Mental Health Practitioner. 			
Staff taking leave	Staff	Short staffed Isolating	<ul style="list-style-type: none"> School leaders discuss leave arrangements with staff before the end of the summer term to inform planning for the autumn term. Refer to Staff Briefing 29/06/2020 There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting. Staff advised that FCO advises against non-essential foreign travel (28/9/20) 	MEDIUM	Yes	
Volunteers in school	Pupils	No DBS checks	<ul style="list-style-type: none"> Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity. Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible. 	LOW	Yes	
Safeguarding	Pupils	Incidents	<ul style="list-style-type: none"> Always follow the statutory safeguarding guidance Designated safeguarding leads and deputies provided with more time in the first few weeks of term to help support staff and children regarding any additional or new safeguarding referrals Communication with other agencies and school nurse for pupils not seen in school prior to return. 	LOW	Yes	
Educational Visits	Staff Pupils	Infection Control	No school off-site visits are permitted in National Lockdown			
Home Visits	Staff Pupils	Infection Control	Adhere to the risk assessment provided by DT Attendance Consultancy	LOW	Yes	

Attendance in schools	Pupils	Infection Control	Pupils will only be required to attend school if the Parents of key workers require them to attend and are invited by the school due to their vulnerability On-line Google Classroom 'live streaming' to commence for all pupils at home.	LOW	Yes	
EYFS SPECIFIC						
HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH,MED LOW	Yes	No*
EYFS room organisation	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> From 20th July EYFS settings will no longer be required to keep children in small consistent groups within settings However still consider how you can minimise mixing within settings i.e. different age groups – Remain in 'Class bubbles' where possible. Reception classes to remain in two separate class bubbles Children sit on carpet area facing the board not partners. <p>Tissues available on each table and encourage children to use when coughing or sneezing and they must go into a bin after one use.</p>	LOW	Yes	
Free time (free flow) Infection Control	Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> Children informed again of the importance of social distancing whilst outside. Look at providing activities which can abide by the rules or minimising the amount of children in one area. <p>Supervising staff must keep a 2 metre distance from each other as reasonably practicable.</p>	LOW	Yes	

EYFS room organisation	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • The activities must be set up as far away from each other as much as possible. • EYFS to try and maintain a 2-metre rule between each activity and where possible minimise the amount of children in one activity area. • Bins to be double bagged, with lids • Each child to have their own tray on the table with personal items for the day where possible • Pupil books placed in each tray at the beginning of the day • Items unable to be wiped down (soft toys) to be removed • Laptops/iPads wiped before and after use • Group Leader (Staff) to use 'Classroom Regeneration procedure checklist daily. • Windows and doors opened to circulate fresh air • Further removal of soft material items/ furnishing resources. (e.g. dressing up equipment) • All resources handled to be cleaned using Milton • Increased use of outdoor space for learning • Increased cleaning of EYFS rooms throughout the day- during lunchtimes. 	LOW	Yes	
Story Time Infection Control	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • EYFS staff to be seated on a chair and children sitting on the floor at 2 m distance or at tables. • Where possible try and ensure children are spaced out from each other as much as possible. • Carpet area used for seating area and where possible 2m distance applied 	LOW	Yes	

