

Status:	Shared with Trade Union		
School/Academy:	Ambleside Academy	Date of assessment	17/7/2020
Who might be harmed?	Pupils, staff, visitors and contractors	How many are affected?	Whole School

Reference: “Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19) ...”

[Guidance for full opening - schools \(1st June 2020\)](#)

[Guidance for full opening schools \(28th August 2020\)](#)

[Guidance Education and childcare settings: New National Restrictions from 5 November 2020](#)

Decision based on the risk assessment below:	Date applies to:	Decision summary	Notes
	31.07.20	Updated quarantine period for those returning from travelling abroad to named countries	Extended from 7 to 10 days isolation. Staff to inform Principal if they have travelled abroad. Staff to sign disclaimer sheet prior to entry to school.
	08.09.20	Changes to pick up and drop off Changes to Isolation procedure	Parents allowed on site to help ease congestion at gates. Soft (not staggered) start and finish time
	05.11.20	Updated in light of National lockdown period 5 th Nov – 2 nd Dec 2020	Lockdown period Nationally – schools instructed to stay open

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
---------------	---------------------------	----------------------------------	--	---

Communication				
Staff	<ul style="list-style-type: none"> This completed risk assessment is shared with staff. Signatures are obtained. 	Y	As routine INSET 1/9/20 Staff briefing 6/11/20	L
	<ul style="list-style-type: none"> Staff are encouraged to give regular feedback on the effectiveness of these control measures and plans, share suggestions and identify additional touch points. 	Y	Twice weekly briefings (notes to all staff indicate that this is an ongoing routine and used for staff to share views and school to	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<ul style="list-style-type: none"> The risk assessment is reviewed and updated according to guidance and copies shared with staff. 		respond) EMB notes and adjustments according to staff feedback Copies in staff areas	
Parents/carers, pupils and visitors	<ul style="list-style-type: none"> The relevant control measures from this risk assessment are communicated to parents, carers, pupils and visitors. This includes for children old enough not to touch staff and their peers where possible. Signage is installed wherever necessary as a reminder. DfE helpline for parents/schools Early years settings, schools, colleges and out of schools settings can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority for support on the action they should take to respond to a positive case. The advice service can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Callers will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice. Any general queries relating to coronavirus and education and childcare settings should select option 3 or 4. 	Y	Letters to parents on website with details and underpinning principles continue – home delivery of letters and face to face eg for new children into EYFS Letters to inform of changes to routine (yellow letter (3/9/20) & newsletter Letter to parents requesting face coverings RA on school and Trust website	L
	<ul style="list-style-type: none"> If possible a pdf version of this completed risk assessment published on the school’s website to provide transparency of approach to parents, carers and pupils. (Do not include names where any personal details are recorded). 	Y	See website Also in shared staff areas and reviewed weekly Email to staff 8/9/20	
Employer	<ul style="list-style-type: none"> This completed risk assessment is shared with the employer following approval by the school’s Governing Body. 	Y	Sent to CEO/Ops Manager and Trustees – feedback to Principal via email and in Education Group meetings Reviewed 5/11/20 with RLT Ops Manager	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
Trade Unions	<ul style="list-style-type: none"> This completed risk assessment is shared with the recognised Trade Unions following approval by the school's Governing Body. (Do not include names where any personal details are recorded). 	Y	WB 20/7/20 WB 9/11/20	
Contracting / transmitting Covid-19				
Preventing symptomatic persons attending school	<ul style="list-style-type: none"> Pupils, parents / carers and any visitors, such as suppliers, are informed not to enter the school if they are displaying any symptoms of coronavirus: <ul style="list-style-type: none"> a new, continuous cough or a high temperature or has a loss of, or change in, their normal sense of taste or smell (anosmia) <p>PHE Campaign posters are available here.</p>	Y	No visitors on site Signage indicates no entry with symptoms Face to face handover with parents allows for any child to be taken straight home rather than enter site with symptoms Signing sheet (disclaimer) in entrance hall INSET handouts re staff absence Inventory sign in updated to support track and trace	
Reducing the number of persons on site	<ul style="list-style-type: none"> Following the reduction in the prevalence of coronavirus and relaxation of shielding measures from 1 August most staff are expected to attend school. <p>It remains the case that wider government policy advises those who can work from home to do so.</p> <p>This will not be applicable to most school staff, but where a role may be conducive to home working for example, some administrative roles, school leaders have considered what is feasible and appropriate.</p> <p>Consultations with CEV staff to ensure effective deployment at school or at home to ensure good health is protected as much as possible</p>	Y	One to one discussion with staff Meetings carried out with CVE colleagues to ensure they are prepared and well enough to return Deployment considered to aid good health Parents / staff are advised of the change from 7 days isolation to 10 days wef 30.07.20. Note to staff who record staff absence that the self-isolation period for those with symptoms and / or a positive test result MUST self-isolate for 10 days Pupil attendance staff should also be advised of the above changes as this will impact on pupil attendance Summary: In symptomatic people COVID-19 is most infectious just before, and for the first few days after symptoms begin. It is very important	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<ul style="list-style-type: none"> Contractors undertaking statutory testing and emergency and routine repairs are permitted on site. They are advised to arrange visits outside of the school day where possible and avoid arriving and leaving site during pupil pick up and drop off times. The number and duration of face to face contacts with adults is limited as far as possible (e.g. 15 minutes). 2 metre social distancing protocols are followed. 	<p>Y</p>	<p>people with symptoms self-isolate and get a test, which will allow contact tracing.</p> <p>Evidence, although still limited, has strengthened and shows that people with COVID-19 who are mildly ill and are recovering have a low but real possibility of infectiousness between 7 and 9 days after illness onset.</p> <p>We have considered how best to target interventions to reduce risk to the general population and consider that at this point in the epidemic, with widespread and rapid testing available and considering the relaxation of other measures, it is now the correct balance of risk to extend the self-isolation period from 7 to 10 days for those in the community who have symptoms or a positive test result.</p> <p>Sign in declaration sheet Essential works and deliveries only No Parents on site Social distancing protocols adhered to Signage increased, and new gates opened to aid adults social distancing at pick up and drop off. Parents allowed on site – drop off and pick up time extended. Parents wait on Spots on playground (2M distance) parents do not go to classroom door – messages passed to SLT More gates open with IN/OUT where possible SLT high profile including on pavements Parents asked to wear face coverings on site Visitors and those staff who spend time in communal or busier areas wear face coverings if possible unless they are exempt or find it</p>	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<ul style="list-style-type: none"> Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual. The School's coronavirus safety principles are communicated to essential visitors such as contractors, other non-school based services, external coaches, clubs and organisations for curricular and extra-curricular activities prior to any proposed visit. A dialogue is undertaken where necessary between the school and visitors regarding the schedule of the visit including the rooms to be visited and any points of discussion around social distancing and hygiene. Parents/carers are informed that if their child needs to be accompanied to the school, only one parent/carer should attend if possible. 	<p>Y</p> <p>Y</p> <p>Y</p>	<p>difficult to work with them on</p> <p>Most Chn and adults stay in bubble (class) Some adults move between bubbles Gardener, Counsellor, Behaviour therapist, Music teacher continues one to one or small group sessions in large well ventilated spaces but do not enter bubbles Information about Music lessons (curriculum and tuition) passed to parents letter 8/9/20 SLT and a small number of support staff move between bubbles Cleaners and site staff move between designated bubbles Children in some classes are bubbled together to aid effective educational provision (eg one year group for lunch period only (30 mins); breakfast club – socially distanced; intervention group join their class in their play zone only when outside</p> <p>Schedules visits and prearranged cleaning Signage No visitors or volunteers beyond essential eg social care</p> <p>No parents on site Timed handover at gate as routine Extended drop off and pick-up time Directional entry and exit on Minver gate Requested that only one adult accompany the child Regular communication, signage and direction to aid social distancing at busier times on the</p>	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<ul style="list-style-type: none"> • Conversations with parent/carers are held on the telephone wherever possible. Parents/carers are informed not to enter the school building unless they have a pre-arranged appointment. The 2-metre social distancing rule applies to these meetings and kept as short as possible (e.g. 15 minutes). • Non-essential visitors are asked remain away from site. In determining whether the visitor is essential consider whether the meeting can be undertaken remotely, whether there are any other health and safety, financial or other significant implications of not undertaking the visit. • Governor meetings held virtually if possible. Any Governor meetings held in school are undertaken following social distancing protocols. Governor monitoring visits are undertaken virtually if possible. • School performances are not held with an invited physical audience. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>playground</p> <p>Timed access to office at end of day when no chn on site</p> <p>Yes</p> <p>Use of TEAMS for Trustee meetings Governor monitoring via documentation, phone calls and emails</p> <p>No performances</p>	
<p>Persons at higher risk of becoming seriously ill</p>	<ul style="list-style-type: none"> ○ Staff and pupils in the “clinically extremely vulnerable” categories have been identified. <p>Note that research is being undertaken by PHE following reports that deaths among black, Asian and minority ethnic groups are disproportionately high.</p> <p>A report by Public Health England found that other things might also mean persons are more likely to get seriously ill from coronavirus. These include:</p> <ul style="list-style-type: none"> ○ age – the risk increases as you get older ○ being a man ○ where in the country you live – the risk is higher in poorer areas ○ being born outside of the UK or Ireland 	<p>Y</p>	<p>Individual RAs and discussions with staff to agree deployment</p> <p>RAs to complete for employees who are in the extremely vulnerable category.</p> <p>However, it is acknowledged that some employees in the clinically vulnerable group or Black staff may be anxious about their return to school and they may need additional reassurances that appropriate measures are in place (WB 20/7/20 – with the exception of staff shielding, all have at least visited the school site and commented on how that eased their anxieties about returning</p> <p>Majority of staff now attending (with exception of staff sign-off for specific health reasons)</p>	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<p>CEV staff - Those individuals who are clinically extremely vulnerable are advised to work from home and not to 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. Staff should talk to their employers about how they will be supported, including to work from home where possible, during the period of national restrictions. All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</p> <p>CEV children - Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents should be advised to speak to their child's GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable. Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend childcare or nursery during the period this advice is in place. Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education or childcare. Parents of clinically extremely vulnerable children will be receiving a letter shortly confirming this advice.</p> <p>Clinically vulnerable staff and children - Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend early years and childcare settings in line with current guidance.</p> <ul style="list-style-type: none"> Guidance is strictly followed for "clinically extremely vulnerable" groups of staff: They can return to work from 1 August as long as they maintain 	<p>Y</p>	<p>One to one discussions with staff to agree working from home or on site according to personal choice, following guidance. CEV colleagues who choose to work from home to provide evidence in the form of the letter received e.g from Public Health/ specialist clinician.</p> <p>Home learning supported for those pupils who are clinically extremely vulnerable – parents requested to provide medical evidence Children who are not CEV encouraged and supported to attend school as usual</p> <p>Adhered to – see deployment overview Individual discussions take place regularly to support best deployment</p>	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<p>social distancing. School leaders are flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.</p> <p>Individual risk assessments have been completed which detail these control measures.</p> <ul style="list-style-type: none"> Guidance is strictly followed for “clinically extremely vulnerable” groups of pupils. <p>The following information has been shared with parents/carers of children who are currently in the clinically extremely vulnerable category:</p> <p>“Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). More advice is available from the Royal College of Paediatrics and Child Health.”</p> <p>Individual risk assessments have been completed where necessary.</p>			
School Visits	<ul style="list-style-type: none"> Domestic (UK) overnight and overseas educational visits are not organised. <p>Non-overnight domestic educational visits are undertaken in line with protective measures, such as keeping children within their consistent group, and the coronavirus secure measures in place at the destination.</p> <ul style="list-style-type: none"> External sport facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. 	Y	<p>No visits over night</p> <p>N/A Sports Hall agreed for designated Bubbles with cleaning in between (sign in sheet agreed with Aspley Partnership) – school use only during day Swimming under consultation (particularly with regards to transport Reduced (half numbers agreed in principle</p>	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
			prioritising older pupils for swimming) Swimming booked for 2/11/20 then cancelled due to National lockdown period No Off Site visits taking place until further notice	
Undertaking CPR	<ul style="list-style-type: none"> The following information has been shared with school first aiders: Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm 	Y	Equipment in school Allocated medical room	
Persons becoming symptomatic whilst in school	<ul style="list-style-type: none"> If anyone in the school becomes unwell with: <ul style="list-style-type: none"> 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 must: <ul style="list-style-type: none"> 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 7 days and should arrange to have a test to see if they have coronavirus. <p>Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> PPE is available in the event that someone becomes symptomatic on site and if a distance of 2 metres cannot be maintained: <ul style="list-style-type: none"> a face mask disposable gloves and an apron if contact is necessary eye protection if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting. 	Y	Locations where pupils could be isolated: Medical Room Meeting Room – allows easy access and comfort for pupils. First Aider dons PPE to support the child. Phonecall home immediately for child to be collected Class bubble exits and cleaners clean through the room. Parents contacted if any cases confirmed Confirmed cases trigger bubble closure and provision of home learning. Classroom quarantined, then deep cleaned and fogged Counselling Room (re-allocated) Designated toilet signed and only for quarantine use Equipment in isolation Medical room including masks for chn/adults with symptoms	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<ul style="list-style-type: none"> If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. <p>Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p>	Y	<p>Each case treated individually (tested out already with negative tests results) Where a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive Positive cases communicated immediately and remedial action taken to ensure all contacts are informed and able to isolate</p> <p>Staff are aware of handwashing protocols after any contact with someone who is unwell.</p> <p>Cleaning of the affected area with normal household disinfectant will be undertaken after someone with symptoms has left. if a child, young person or other learner becomes unwell with symptoms whilst in the Academy 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 maintained.</p> <p>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.</p> <p>If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. Supplies of disinfectant throughout school in caddies.</p>	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low	
	<p>who has attended school has tested positive for coronavirus by contacting PHE East Midlands Health Protection: 0344 2254 524 The School's employer (LA or Trust) should also be contacted. (See symptom summary chart).</p>		<p>includes education staff Obligations include:</p> <ul style="list-style-type: none"> • Informing DfE – details are in guidance with specific information that must be provided • Making contact with the family • Tell others at work • Report to HSE if it meets the RIDDOR criteria 		
Hygiene – General	<ul style="list-style-type: none"> • Correct handwashing and good hygiene are followed by staff, pupils, visitors and contractors. Pupils wash their hands at the designated times during the day and after certain activities: <ul style="list-style-type: none"> ○ On arrival at school ○ After breaks and sport activities ○ Early Years: after using wheeled bikes, trikes and other large, movable toys ○ Before cooking and eating ○ After sneezing or coughing ○ After using the toilet ○ Before leaving home <p>Note: Electric hand dryers may be used in schools</p>	Y	<p>Seven animals of handwashing Handwash on entry and exit to class and school Supervision and behaviour policy and staff code of conduct (appendices for COVID) state expectations Hand sanitiser used as well as handwashing to relieve congestion around sinks and move pupils through school</p>		
	<ul style="list-style-type: none"> • A process is in place for removing face coverings when pupils and staff who use them arrive at school. Pupils are instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered 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. 		Y	<p>Guidance displayed Covered bins throughout school in shared spaces Cleaners use double bagging and tying</p>	
	<ul style="list-style-type: none"> • For noting: School uniforms do not need to be cleaned any more often than 		Y	<p>Clean school uniform set out in expectations letters to parents for children attending School has spare clean 'plain whites' for pupils</p>	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	usual, nor do they need to be cleaned using methods which are different from normal.		if necessary	
	<ul style="list-style-type: none"> • Posters are displayed in every classroom to be used, at the main entrance or front office, in places visible to those at the school gate if possible, in the staffroom and in all toilets and reminders given to pupils. Particular pupil groups are encouraged where possible not to touch their faces or to put objects in their mouths. 	Y	Currently displayed but will be refreshed in time for new term (holiday admin team work) New signage on gates	
	<ul style="list-style-type: none"> • Adequate soap / hand sanitizer and tissues are available for pupils and staff throughout the school and for visitors arriving at main reception. Soap and water is the preferred choice; hand sanitizer is used when the use of soap and water is not practical. Identified children are supervised with their use of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes are used as an alternative. 	Y	Plentiful supplies, checked by site manager and dip tested during HT rounds Plentiful supplies of paper towels and lidded bins in all rooms	
	<ul style="list-style-type: none"> • Arrangements for dealing with bodily fluids are in place. The risk assessment has been completed and appropriate disposal procedures are in place. 	Y	Disposal procedures and collection agreed	
	<ul style="list-style-type: none"> • The best choice of bins for used tissues is a lidded bin with a pedal as you will not need to physically touch the bin lid and the tissues will be safely stored. Lidded swing top type bins will require the person disposing of the tissue to touch the lid, potentially contaminating it. Although that person disposing the tissue should wash their hands afterwards, the next person to use the bin who is disposing general waste may not wash their hands afterwards and potentially contaminate their hands. Therefore if these are used then they should be only for the disposal of tissues and labelled as such perhaps with a reminder to wash their hands afterwards. Bins without lids shouldn't be used for tissues but can be used for 	Y	Lidded pedal bins throughout school – classes, staff loos, shared areas, staff rooms Hand dryers do not need to be disconnected	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	general waste and/or paper towels used to dry hands after washing them. Site staff / cleaners wash their hands after emptying the bins.			
	<ul style="list-style-type: none"> Schools that have not had a lengthy closure: A full deep clean of the premises should not be necessary unless it has been required by Public Health England. However, all touch surfaces should be given priority for cleaning, as should have been the case during the partial opening. 	Y	Deep cleaned every Friday afternoon continues. Enhanced cleaning throughout day. The building is clean and well ventilated	
	<ul style="list-style-type: none"> Sufficient ongoing enhanced cleaning in areas occupied by staff and pupils. (Areas that have not been not occupied and secured prior to the reopening fully do not need cleaning for infection control purposes). A list of touch points and surfaces that will receive regular cleaning has been created. These will include door handles, WC flush handles, WC vanity surfaces, taps, push plates, dining tables, door and gate entry systems, photocopier control panels, banisters, chairs, light switches. Frequently touched surfaces and touch points are cleaned using sanitizing chemicals. The frequency of necessary cleaning has been identified. More frequent cleaning is required of rooms / shared areas that are used by different groups. Note: By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings (including schools) to advise on general cleaning. 	Y	Cleaners work throughout the day to a high standard (see feedback from staff) Additional school funding secures continuation of enhanced cleaning during the period of full re-opening (review at end of Autumn term) Cleaners follow guidance on rotation throughout building throughout day. Staff feed back pressure points and cleaning team are responsive eg additional toilet cleaning at playtimes	
	<ul style="list-style-type: none"> Wherever possible contactless payments are accepted on site rather than cash. In the event that this isn't possible, office staff should wash or sanitise their hands immediately after handling any coins. 	Y	Parent pay No cash hand over on site	
Hygiene – Classroom group bubble	<ul style="list-style-type: none"> Soft furnishings, soft toys and toys that are hard or impossible to clean (such as play dough or those with intricate parts) have been removed from use in rooms which more than one bubble group 		Removed, or handled only by staff in bubble (eg phonics puppets) – stored named in scrubs bags and laundered.	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	uses.			
	<ul style="list-style-type: none"> Unnecessary items are removed from classrooms and other learning environments where there is space to store it elsewhere as this reduces the amount of cleaning required. 		Classroom to be uncluttered and well organised (see eg expectations meeting notes F2 17/7/20) Feedback from cleaners and SLT if any clutter to be cleared	
	<ul style="list-style-type: none"> Teaching staff may wish to clean articles or areas within the classroom during the school day e.g. books after being touched by pupils, touch points within their class, e.g. in the event a pupil has dropped a used tissue on a table: It is safest that teaching staff use sanitising wipes for this purpose. If other cleaning chemicals are used then additional COSHH risk assessments, training and PPE may be required. These chemicals should be purchased in the dilution ready for use, kept in the original bottles and stored securely within the classroom. 	Y	Nursery staff already do this Sanitising wipes available or staff can call and request their cleaner wipes through (designated areas for each cleaner)	
	<ul style="list-style-type: none"> Teachers wash or sanitise their hands before and after handling pupils' books. 	Y	Yes –marking policy appendix states this Changes to marking policy to enable social distancing while maintaining expectation and ensuring children get feedback. INSET session for focus marking while maintaining distance	
	<ul style="list-style-type: none"> Activities are avoided which involve passing items around a class where it does not contribute to pupil education and development. The sharing of books, other resources and equipment is avoided where possible. Staff and pupils have their own pencils and pens, which are not shared. Consider labelling items with pupils' names. 	Y	Pupils have own equipment where possible Shared resources are washed between uses.	
	<ul style="list-style-type: none"> Shared materials such as books and games and surfaces are cleaned and sanitised more frequently. Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities are washed before and after use. 	Y	See planning for F2 (15 chn only in Reception bubbles) work stations clearly organised with less 'free flow'. Review by end September	
	<ul style="list-style-type: none"> Resources that are shared between bubbles, such as sports, art and science equipment are cleaned frequently and meticulously 	Y	Sports equipment cleaned at playtime and lunch	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<p>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.</p> <ul style="list-style-type: none"> Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. The amount of shared resources that are taken home are limited. Ensure that reusable drinking cups are not shared between pupils. Consider replacing reusable drinking cups with disposable cups. Guidance is followed with any proposed singing in schools. Children and staff are encouraged to flush toilets with the lid down to avoid the possibility of an aerosol. Where there are toilets without lids in nurseries a temporary cover is placed over the toilet when staff have to flush nursery toilets. 	<p></p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>N</p>	<p>Chn have own hoops, balls etc New games devised, signed, and led by adults outside in designated Bubble Zones – see display of Safe Play</p> <p>Letter to Nursery parents Chn bring lunchbox and water bottle only and PE kit on designated day to be taken home PE delay start. On PE days, children to arrive already changed. Plain black kit (letter to go home WB 7/9/20)</p> <p>Reading books to be sent home one Mondays with diaries and returned on Fridays – quarantined over weekend and changed on Mondays along with stamps inserted for guided reading groups</p> <p>Personal water bottles only</p> <p>No assemblies in hall so no large group singing See Music letters re curriculum (Y4) and tuition (Y5/6) 8/9/20</p> <p>To be reviewed – Nursery staff to carry out ongoing risk assessment</p>	
<p>PPE (Reference)</p>	<ul style="list-style-type: none"> Adequate necessary Personal Protective Equipment (PPE) is available for cleaning tasks, personal care, first aid and certain medical procedures. Training and instruction have been provided for the putting on, removing and disposal of PPE. Risk assessments in place for medical procedures have been 	<p>Y</p>	<p>Supplies in school</p> <p>Wearing of PPE for cleaning and any intimate care (includes child facing away from adult during changing)</p>	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<p>reviewed in light of the pandemic (contact the medical professional who created or assisted with the creation of the risk assessment) and in particular noting whether any additional PPE is necessary.</p> <ul style="list-style-type: none"> • Aerosol generating procedures (AGPs): Within education settings these are only undertaken for a very small number of children with complex medical needs, such as those receiving tracheostomy care. Staff performing AGPs in these settings follow Public Health England’s personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE which is: <ul style="list-style-type: none"> ○ a FFP2/3 respirator ○ gloves ○ a long-sleeved fluid repellent gown ○ eye protection • For noting: <p>Face coverings - In early years settings & Y6 and below, there is no change to the existing position. It is not mandatory for staff and visitors to wear face coverings. In situations where social distancing between adults in settings is not possible (for example when moving around in corridors and communal areas), settings have the discretion to recommend the use of face coverings for adults on site, for both staff and visitors.</p>	Y	<p>Optional for children and staff – stated in letters Staff have been supplied with face masks if they want them. Wearing is optional and their choice – communicated throughout INSET briefing</p> <p>Letter to parents/carers 3/11/20 Requesting that they wear face coverings on school site Any visitors to school including Social workers asked to wear face coverings</p>	
Reducing number of touchpoints	<ul style="list-style-type: none"> • Touchpoints are reduced by propping open non-fire doors. Fire doors can only be held open throughout the school day with dedicated automatic closing devices. • Only use touch screen signing in systems if it can be ensured that only the bar code reader is used or hands are sanitised straight afterward after touching and the screens are cleaned on a regular basis at appropriate times. 	Y	<p>Door wedges used throughout Building is well ventilated and airy with doors open to outside from all classrooms but one (F2 class 2 – 15 pupils and 2 adults)</p> <p>Touch free Inventory in operation</p>	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<ul style="list-style-type: none"> Consider whether drinking fountains need to be taken out of action. 		None in school Children have own water bottles and are supervised filling them up Staff have own mugs and bottles for drinks	
Site to site visits	<ul style="list-style-type: none"> Staff who travel from school to another site during work hours for work purposes (i.e. not the commute) on public transport have been provided surgical face masks or the following information: https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering 	N	Case by case basis as part of return to work meetings for those currently working from home. To order surgical masks if an individual requests it to aid their return to work	
Contracting / transmitting Covid-19 – including the “Bubble” Model				
Parents and pupils travelling to school	<ul style="list-style-type: none"> Parents/carers and pupils are encouraged to walk or cycle to the school where possible. 	Y	Designated gates, majority walk/cycle Cycle storage spaces agreed (courtyard for pupils or bike racks for staff)	
	<ul style="list-style-type: none"> The school has considered how pupils arrive at school, and how to reduce any unnecessary travel on coaches, buses or public transport where possible. Consider undertaking a parental survey on their typical mode of travel. Consider staggered start times to enable more public transport journeys to take place outside of peak hours. 	Y	Little call for public transport for our pupils but agreed on a case by case basis eg with DSL or Attendance Officer Soft start – 8:40-9:00 reduces demand	
	<ul style="list-style-type: none"> Families using public transport are referred to the safer travel guidance for passengers: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers 	Y	As above	
Organising the school day	<ul style="list-style-type: none"> Drop-off and collection times are staggered but these should not reduce the amount of overall teaching time. Specific arrangements are determined where parents/carers have children in different year groups. 	Y	Staggered drop off and pick up times for each year group Revised to 'soft' start and end time to relieve crowding around gates. Parents enter site, stand on spot within sight of door, send child to teacher, then leave the site. Positive feedback that this is working (8/9/20) All do a full day (equal hours) with exception of Reception who will do half days for the initial	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<ul style="list-style-type: none"> Parents/carers' drop-off and pick-up protocols that minimise adult to adult contact are in place. Parents/carers are instructed not to congregate in groups on, or directly outside the school premises. 	Y	transition period to establish routines (review end September) Letters to designate gates SLT on gate to receive CHn line up on coloured spots (playground markings) – parents on spots, kiss and send to door then vacate the playground – parental feedback indicates that this routine is working well SLT on gates, in/out directions at Hilcot. Double gates opened for spacing. EYFS children only – timed start and collection at Main gates	
	<ul style="list-style-type: none"> Break times including lunch are staggered so that all pupils are not moving around the school at the same time. 	Y	Yes See rota	
Foyer / Reception	<ul style="list-style-type: none"> Consider marking the ground directly outside the front entrance with tape or temporary paint at 2 metre intervals and display instructional signage. 	Y	Coloured Spots throughout to teach 2M distancing	
	<ul style="list-style-type: none"> Consider marking the floor of the foyer with tape at 2 metre intervals, and in doing so identify how many individuals (or pairs of individuals from the same household) can safely be present in the foyer at any one time. Instructional signage is displayed. Office staff to only allow this identified number into the foyer in at any one time – the front entrance door will need to be on the door entry control system if installed. 	Y	Signage throughout Staff enter 2 at a time Parents enter 2 at a time when chn have left site (office only open at end of day) INSET to direct staff to allow more time for signing in Code of Conduct for staff 1/9/20	
	<ul style="list-style-type: none"> Existing reception screens are kept in the closed position wherever possible. Floor markings are installed if screens are not in place and there is no other barrier preventing the visitor approaching 2 metres from the receptionist. (Note that 1 metre distance is acceptable where screens are fitted) 	Y	Screens already in place – ours is not an open reception. Foyer is well ventilated	
Office (Reference)	<ul style="list-style-type: none"> Consider splitting administration staff with staff working from home 	Y	Current routine but returns to full deployment in Autumn unless individual RAs in place	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<p>on alternate days. For larger teams fixing these splits (cohorting), so that where contact is unavoidable, this happens between the same individuals.</p> <ul style="list-style-type: none"> • The office layout has been examined such that workstations that are usable at the same time (i.e. 2 metres apart) have been identified. <p>If the proposed workstations are closer than 2 metres (but at least 1 metre) and the office activity needs to continue in this manner, all the following actions must be undertaken where possible to reduce the risk:</p> <ul style="list-style-type: none"> ○ Further increasing the frequency of hand washing and surface cleaning. ○ Keeping the activity time involved as short as possible. ○ Using screens or barriers to separate people from each other. ○ Using back-to-back or side-to-side working (rather than face to-face). <ul style="list-style-type: none"> • Hot desks are avoided where possible. Where not possible, workstations are cleaned in between use. 	<p></p> <p>Y</p> <p>Y</p>	<p>Large office with staff using single offices for specific days to reduce contact Only 4 adults in office as routine – 2 M tested and maintained</p> <p>Tested by site manager</p> <p>NA Staff have their own place</p>	
Meeting rooms	<ul style="list-style-type: none"> • Remote working tools (Teams, Zoom, Meet) are used to avoid in-person meetings where possible. • Only absolutely necessary participants physically attend meetings and they maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable). • Pens, documents and other objects are not shared. • Hand sanitiser is provided in meeting rooms. • Meetings are held outdoors or in well-ventilated rooms whenever possible. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>As routine during closure including staff meetings Teams meetings used when needed</p> <p>School hall use for meetings – well ventilated and allows social distance at 2m</p> <p>No shared equipment</p> <p>Yes – at all desks</p> <p>Staff briefings in school courtyard (outdoor) or Gymnasium (Sports hall if raining) School Hall – allows for spacing out of staff Briefings are outdoors in a sheltered courtyard (10mins twice weekly)</p>	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<ul style="list-style-type: none"> For areas where regular meetings take place, floor signage is used to help people maintain social distancing. 	Y	Signage throughout marks walkways NCC signage on gates Hands Face Space	
Staff room	<ul style="list-style-type: none"> Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day. Staff can continue to use the staff room if they apply social distancing measures: <ul style="list-style-type: none"> Identify seating that can be used 2 metres apart. Back to back seating is preferred. Tape off other seating. Stagger staff breaktimes Instruct staff not to congregate at the kitchen area. 	Y	Increased number of staff rooms (x 3) Limit to numbers in room Social distancing adhered to and reminded regularly (see briefing notes) Staffroom moved to school hall with separate staff kitchen Code of conduct for staff sets expectation of being respectful and empathetic	
	<ul style="list-style-type: none"> Notices promoting hand hygiene and social distancing are visibly placed in the staff room. 	Y	Signs on doors – entry /exit	
Corridors	<ul style="list-style-type: none"> Movement around the school site is kept to a minimum. 	Y	One way system and pathways for bubbles	
	<ul style="list-style-type: none"> Consider one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors. 	Y	Paths and one way system signed throughout – cross courtyard to avoid having to go through the whole building – bubbles and staff take shortest clockwise route – building is 'doughnut' design	
Classrooms	<ul style="list-style-type: none"> Small adaptations are made to the classroom to support distancing where possible. This include: <ul style="list-style-type: none"> seating pupils side by side and facing forwards, rather than face to face or side on. moving unnecessary furniture out of classrooms to make more space if necessary. 	Y	Discussed and agreed – tables set up as routine as side to side will encourage children to talk to their 'side' partner who is closer than their 'opposite' partner Classroom layout under review – current table layout allows for more spacing between pupils and staff than forward facing desks Classroom layout selected by teachers	
	<ul style="list-style-type: none"> Ideally, adults maintain a 2-metre distance from each other, and from children. They avoid close face to face contact and minimise time spent within 1 metre of anyone. This will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support are provided as normal. 	Y	Best endeavours understood by staff SEN focus provision facilitates spacious support for key pupils	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<p>This is not likely to be possible with younger children however teachers can still work across groups if that is needed to enable a full educational offer.</p>			
	<ul style="list-style-type: none"> All teachers and other staff can operate across different classes in order to facilitate the delivery of the school timetable. (Note that in the event that a member of staff develops coronavirus symptoms and tests positive then their close contacts across all these bubble groups may need to be sent home to self-isolate). 	Y	<p>Not applied</p> <p>SLT and named staff only (site, some support) move between bubbles</p>	
	<ul style="list-style-type: none"> DfE recommend that groups the size of a full class are implemented in primary schools. (If class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized 'bubbles') 	Y	<p>Bubbles of 30 except EYFS – am or pm session</p> <p>F2 bubble to enable school dinner to be served in hall and alleviate classroom pressure for staff who need to set up for after lunch</p>	
	<ul style="list-style-type: none"> The bubble groups (pupils) do not mix with other bubble groups throughout the school day as much as possible. Mixing into wider groups for specialist teaching is allowed. 	Y	<p>As stated</p> <p>No bubble mixing</p> <p>Parents requesting Breakfast Club and Friday afternoon provision understand that children will mix bubbles at this time (Friday is followed by the weekend quarantine, and Breakfast Club will be planned with Social distancing in place)</p>	
	<ul style="list-style-type: none"> Classrooms are accessed directly from outside where possible. 	Y	Yes	
	<ul style="list-style-type: none"> Pupils occupy the same classroom throughout the school day where possible. Where different groups of pupils use the same classroom at different times, the area is cleaned adequately in between their occupancy. 	Y	<p>Yes</p> <p>Class has its own Zone for outdoor play</p>	
	<ul style="list-style-type: none"> Pupils who routinely attend more than one setting on a part time basis have been identified and additional measures put in place as necessary. 	Y	Does not apply	
Lunchtime arrangements	<ul style="list-style-type: none"> A range of measures are considered and implemented to reduce the risk of transmission and contamination: <ul style="list-style-type: none"> Lunches are served and eaten within the bubble classroom 	Y	<p>No use of hall</p> <p>Meals delivered in carry out bags –MDS have allocated Bubble - Chn eat in bubbles then go</p>	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<ul style="list-style-type: none"> ○ Several lunch sittings are organised. ○ The hall is zoned such that two or more groups may use it at the same time, with timings staggered so that different bubbles are not queuing whilst waiting to be served at the same time. Separate waste stations are provided. Social distancing between bubbles can be encouraged with the following measures: folding hall partition dividers, freestanding screens or floor markings. The ability of pupils to follow the social distancing rules has been taken into account within these measures. ○ Midday Supervisors are allocated to the lowest number of consistent bubble groups. ○ Note: as per the rest of the school day, social distancing is not required within the bubble group at lunch. ○ Suitable cleaning for infection control purposes is undertaken between any bubble groups usage of a space (mandatory). 		outside while classrooms are cleaned – handwash prior and after eating Hot meal containers delivered to classes Hall for F2 pupils for hot meal service	
Curriculum	<ul style="list-style-type: none"> • CLEAPSS Guide Organising and managing hands on activities in science, D&T and art in a partially reopened primary school is followed (social distancing aspects not required). • Outdoor sports are prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. Pupils are kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. 	Y	None outside class Craft and art in class – no sharing of equipment – group work only	
Curriculum: School Sport	<ul style="list-style-type: none"> • Contact sports are avoided. The school only provides team sports on the list available at return to recreational team sport framework. • Activities such as active miles, making break times and lessons active and encouraging active travel help to enable pupils to be physically active while encouraging physical distancing. • Distancing is maximised between pupils as much as possible during all activities. 	Y	Zones marked with agreed pathways to access School grounds maximised to enable distancing e.g. field, grassy paths Less use of field now weather is wetter – children have their own Zone and bubbles do not mix	
		Y	Outdoor sports whenever possible	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<ul style="list-style-type: none"> All equipment cleaned after use. Scrupulous attention is paid towards cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. Sports equipment thoroughly cleaned (or kept in quarantine for 72 hours) between each use by different individual groups. 		Sports hall (section) used for one class only before cleaning Equipment always cleaned between uses.	
Pupil toilets	Pupils are kept within their bubble groups. Multiple bubble groups may use outdoor space at the same time providing they is a significant distance from each other at all times and equipment is not shared.	Y	Cleaners work through throughout day.	
Curriculum: Music, dance and drama in school	<ul style="list-style-type: none"> The school understands that singing, wind and brass instrument playing can be undertaken in line with DfE and other guidance but studies have also indicated that it is the cumulative aerosol transmission from both those performing in and attending events is likely to create risk. 	Y	Music teacher letters to parents re Y4 5 6 music. Curriculum adaptations	
	<ul style="list-style-type: none"> Pupils playing outside are encouraged to undertake non-touch activities wherever possible. Groups of pupils do not mix. 	Y	Yes. Games supported by adults Y5 role models currently in school to set example	
Site	<ul style="list-style-type: none"> The risk of air conditioning spreading coronavirus is extremely low: If you use a centralised ventilation system that removes and circulates air to different rooms, it is recommended that you turn off recirculation and use a fresh air supply. You do not need to adjust other types of air conditioning systems. If you're unsure, speak to your heating ventilation and air conditioning (HVAC) engineers or advisers. 	Y		
	<ul style="list-style-type: none"> Good ventilation is encouraged to help reduce the risk of spreading coronavirus. Fans may be used when windows and/or doors are opened to encourage air changes. 	Y	Building is well ventilated and windows kept open	
Breakfast and After School Clubs	<ul style="list-style-type: none"> Breakfast clubs are resumed where possible to ensure vulnerable children have a healthy breakfast and are ready to focus on their 	Y	Parent consultation in Autumn 1 – to begin Autumn 2 if required and can be safely	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
(Reference)	lessons, provide enrichment activities, and also support working parents. Out-of-school activities (including wraparound care) may continue to operate if their primary purpose is providing registered childcare, or where they are offering other childcare activities, where this is reasonably necessary to enable parents to: •work or search for work		managed Breakfast club has resumed and will continue in light of current guidance	
	<ul style="list-style-type: none"> Schools keep children within their day bubbles where possible in these clubs. If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups. 	Y	Social distancing where possible and enhanced cleaning	
Operational issues				
Availability of staff	<ul style="list-style-type: none"> School leaders have discussed leave arrangements with staff before the end of the summer term to inform planning for the autumn term in particular referencing that travel to some countries require a quarantine for 14 days on their return. The school considers the impact where staff travel abroad, their return travel arrangements are disrupted due to factors arising beyond their control in relation to coronavirus, such as the potential for reinstatement of lockdown measures in the place they are visiting. 	Y	Closure period used for getting ready Environments and classrooms are ready to go! Staff will be required to stay in touch – and inform of any overseas visits – briefing WB 20/7/20	
	<ul style="list-style-type: none"> Where it is not possible to avoid a member of staff having to quarantine during term time, school leaders consider if it is possible to temporarily amend working arrangements to enable them to work from home. 	Y	Can be arranged	
	<ul style="list-style-type: none"> Trained staff are available to support pupil personal needs e.g. <ul style="list-style-type: none"> lifting, use of hoists intimate care managing medical needs including medicines 	Y	Intimate care risk assessment tried and tested	
	<ul style="list-style-type: none"> Sufficient Physical Intervention trained staff are on site (see “other issues” below) 	Y	Team teach training scheduled for Sept 15 th for named staff who agree to do this. Under restrictions eg wearing PPE to practice	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
Supervision	<ul style="list-style-type: none"> Supervision ratios are met (for identified individual pupils) 	Y	Appropriate for EYFS 2 adults per bubble of 30 chn elsewhere in school, sometimes 3 adults. This facilitates absence cover avoiding supply staff	
First Aid	<ul style="list-style-type: none"> Adequate number of first aiders (FAW / EFAW) are on site. 	Y	First Aid training to be planned for all MDS – none yet available for face to face (planned for Set 1 st) Currently have trained first aiders but need more to avoid staff moving through bubbles	
	<ul style="list-style-type: none"> Adequate number of paediatric first aiders are on site. (Ref: Early years foundation stage: coronavirus disapplications and associated risk assessment – this is subject to change) 	Y	Yes Updated training needed through	
Medication	<ul style="list-style-type: none"> Necessary pupil medication has been returned to school. 	Y	All consents and care plans up to date New consents for Autumn term have gone out to parents	L
Catering	<ul style="list-style-type: none"> Assurance has been obtained that the school's catering provider complies with the guidance for food businesses on coronavirus. 	Y	Nottingham City Council Catering – Cook is part of all staff meeting and briefing and communication.	L
Site Health and Safety Concerns (General)				
Legionella	<ul style="list-style-type: none"> Rarely used outlets have been identified taking into account current usage of taps. 	Y	Routine testing by site manager	L
Fire Procedures	<ul style="list-style-type: none"> A fire drill has been organised for early in the school year. 	Y	Yes, for each time a new group returns, as routine Also 'reverse' drill (Tiger Drill)	L
	<ul style="list-style-type: none"> No changes are required to the fire evacuation procedures apart from the assembly point is organised with 2 metre social distancing between the bubble groups. (Social distancing is not <i>required</i> during the evacuation between anyone and between members of the same bubble group at the assembly point). 	Y	Tried and tested and reviewed by staff Fire drill complete by 18.09.20 Fire Wardens to be allocated on INSET day Fire wardens allocated and trialled in Evacuation Check Autumn 1	
Various site tasks	<ul style="list-style-type: none"> Specific site management tasks are undertaken after re-opening following a lengthy closure*. 	Y	N/A	L

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
Personal Health and Safety Concerns (General)				
Pupil Behaviour (Reference)	<ul style="list-style-type: none"> The school behaviour policy has been updated to reflect the new rules and routines, setting clear, reasonable and proportionate expectations of pupil behaviour. These have been communicated to staff, pupils and parents/carers. The consequences for poor behaviour and deliberately breaking the rules and how they will enforce those rules including any sanctions have been set out clearly at the earliest opportunity. This is particularly the case when considering restrictions on movement within school and new hygiene rules (see also SEND section below). 	Y	Appendix to behaviour policy reviewed again for full reopening – sent to all parents prior to reopening	L
	<ul style="list-style-type: none"> The school will work with those pupils who may struggle to reengage in school and are at risk of being absent and/or persistently disruptive, including providing support for overcoming barriers to attendance and behaviour and to help them reintegrate back into school life. 	Y	Well-being plans and behaviour therapy for named pupils Pupils referred to School Counsellor DSL reviews weekly vulnerable pupils and checks for further support needed Learning mentor has nurture groups from within a bubble – identified by DSL and class teacher/TA or by parent request Annex to behaviour policy Individual behaviour charts.	
SEND pupils	<ul style="list-style-type: none"> Individual pupil risk assessments have been reviewed prior to the pupil returning to evaluate any additional measures that may be required. The risk assessments are then subject to regular review if there are any behavioural changes with the pupil on site. 	Y	Individual RAs	L
	<ul style="list-style-type: none"> Where necessary for learning and or safety reasons, and with agreement from the parents and carers, identified SEND pupils, and in particular those that had an extended period away from the school site, are re-integrated into the school on a phased basis (no longer than 4-6 weeks) with a mix of curriculum and non-curriculum activities. 	Y	SEN base up and running with high profile pupils attending as routine SEN TAs & Intimate Carer have a good routine and review regularly with SENCO who is available to them throughout	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<ul style="list-style-type: none"> Pupils with SEND (whether with education, health and care plans or on SEN support) have been identified who will need specific help and preparation for the changes to routine in the new academic year. SEND pupils are given additional time and understanding to comply with the new school rules associated with the virus. Teachers and SENCOs have planned to meet these needs, for example using social stories. Support Services are engaged with as and when necessary to assist these processes. 	Y	Visual schedules in Nest EHC pupils attended during closure so routines established Day shortened for individuals if necessary – negotiated with parent. New Y6 intervention group set up	
	<ul style="list-style-type: none"> Appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups. The requirement to undertake ‘reasonable endeavours’ to secure or arrange the specified special educational and health care provision within EHC plans will expire as planned on 25 September 2020 – full provision for all children and young people with EHC plans will be restored after this date. 	Y	3 x SEN support TAs lead learning in the SEN (Nest bubble), overseen by SENCO EHC pupils attending	
Staff welfare and staff redeployment	<ul style="list-style-type: none"> Governing boards and school leaders have regard to staff (including the Head Teacher) work-life balance and wellbeing. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process. Schools have considered the potential concerns of staff who may be reluctant or anxious about returning and the right support is in place to address this. This may include staff who have been in the clinically vulnerable health and BAME groups, families that have been personally affected and those that have not been in school since the lockdown commenced. The school has discussed their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. 	Y	Good communication with RLT Trustees supportive and consider all plans	
		Y	One to one conversations on going – consideration to deployment can be made if needed Staff well being considered throughout – see briefing notes – with pupil learning at the core One to one discussions with Principal as routine	L

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<ul style="list-style-type: none"> Wellbeing support for all staff is in place and also for those that require additional support (ref: HR Trauma process and Bereavement Policy). 	Y	Referenced Staff code of conduct Health Assured and School Counsellor available Most staff stay in Bubble Some staff move between bubbles (SLT I.T. tech – brief contact only- some SEN TAs as agreed, Learning Mentors, site team)	
	<ul style="list-style-type: none"> Telephone counselling services are available. 	Y	Health Assured – regular reminders in briefings and numbers available	
	<ul style="list-style-type: none"> Teaching assistants may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher Any redeployments are not at the expense of supporting pupils with SEND. 	Y	N/A 2 x staff (one teacher and one TA) as minimum in each bubble Bubble of 30 only – in class and in play zone. SEND pupils fully supported according to their need	
	<ul style="list-style-type: none"> Managers have discussed and agreed any changes to staff roles with individuals. Planning builds in the need to avoid increases in unnecessary and unmanageable workload burdens. This could include a review of existing practices in this respect and schools may wish to draw on DfE’s workload reduction toolkit. DfE has also published a range of resources, including case studies to support remote education and help address staff workload, this includes case studies on managing wellbeing. Where staff have been temporarily redeployed to different roles, they have the appropriate skills, expertise and experience to carry out the work. 	Y	All considered. Individual discussions with staff and Principal Staff deployed in pairs, no individual (support staff) has to lead the bubble of 30 alone – always paired.	
Pupil welfare and mental health support (Reference)	<ul style="list-style-type: none"> Schools have considered the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and the right support is in place to address this. This may include pupils who have been in the clinically vulnerable health and BAME groups, families that have been personally affected and those that have not been in school since the lockdown commenced. The school has discussed their concerns and provide reassurance 	Y	DSL and Principal discussions – good communication within and between school community DSL and Attendance officer maintained contact throughout closure. Home (doorstep) visits carried out Deliver of packed lunch ensures daily	L

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	of the measures they are putting in place to reduce the risk in school.		contact for named families. Record of communication with Wellbeing Lead – see notes since August – supportive approach for anxious families with little children Contact log held by DSL	
	<ul style="list-style-type: none"> The school has considered the provision of pastoral and extra-curricular activities to all pupils designed to: <ul style="list-style-type: none"> support the rebuilding of friendships and social engagement address and equip pupils to respond to issues linked to coronavirus support pupils with approaches to improving their physical and mental wellbeing 	Y	PSE and Character curriculum taught to support resilience relationships and well being INSET training on Character education completed Team building and challenge missions planned for Autumn 1 in all classes. Jigsaw Circle time CPD Wellbeing weeks completed	
	<ul style="list-style-type: none"> The pandemic may lead to some pupils experiencing bullying, discrimination or harassment, for example due to their ethnicity or nationality, or perceived illness. This is monitored and appropriate proactive and reactive measures taken. 	Y	Anti Bullying Policy revised	
Other Issues				
Remote Education	<ul style="list-style-type: none"> Remote education plans are in place for individuals or groups of self-isolating pupils or because they are complying with clinical or public health advice. Ref: https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources 	Y	Purchase of devices being progressed 9/9/20 Next day home learning for any pupil required to work at home as a result of closure of bubble or medical reasons Recovery of lost learning is a school improvement priority – investment in online curriculum resources and communication during Autumn 2 is underway (staff CPD 4/11/20, letter to parents re Class Dojo/Purple Mash)	

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<ul style="list-style-type: none"> Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, the school is able to offer immediate remote education. Schools are expected to consider how to continue to improve the quality of their existing offer and have a strong contingency plan in place for remote education provision by the end of September. This planning will be particularly important to support a scenario in which the logistical challenges of remote provision are greatest, for example where large numbers of pupils are required to remain at home. 	Y	Whole plan for close down to be written so education can continue – this will be different to during closure Complete WB 20/7/20 See continuation of learning plan in SoA 10/9/20	
Training certificates that have expired during the partial closure.	<ul style="list-style-type: none"> Expired group and individual training certificates have been identified. Some training may be available via virtual learning (Teams, Zoom, Meet) Some refresher requalification training may be available via eLearning. 	Y	First Aid (see notes) RPI (see notes)	L
	<ul style="list-style-type: none"> HSE has agreed a final deadline for first aid requalification for these qualifications of 30 September 2020. 		First Aid training booked for all MDS as soon as F2F is possible.	
	<ul style="list-style-type: none"> There has been a formal 6 month period of grace given to settings for school staff to attend Physical Intervention training and re-certificate. 	Y		
	<ul style="list-style-type: none"> For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training. 	Y	All up to date plus RLT Central Safeguarding Lead on site or available during school hours	
Incident Reporting	<ul style="list-style-type: none"> If a staff member has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus this is reported as a case of disease via the school's incident reporting system and to the HSE according to RIDDOR requirements: https://notifications.hse.gov.uk/riddorforms/Disease (Contact your Safety Adviser for advice) 	Y	Will seek advice if need arises Currently resting as routine for staff if unwell (even those without typical symptoms who may be worried) Took advice from DFE helpline according to each confirmed case and reported to LA	L
Safeguarding	<ul style="list-style-type: none"> DSL or a deputy always available during school hours for staff 	Y	Yes as routine	L

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<ul style="list-style-type: none"> (Note the potential for school leaders to self-isolate) DSLs (and deputies) are provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate, and agencies and services should prepare to work together to actively look for signs of harm. 	Y	3xDSLs and one more to be trained to increase capacity – RLT ADSL also on site Always available with focus on welfare and SG Home visits carried out throughout (safe and well checks) Holiday club encouraged for identified vulnerable families who may need to re-engage following long absence)	
Reviews	<ul style="list-style-type: none"> Regular reviews are undertaken on the effectiveness of the control measures and plans and changes are made accordingly. The school follows any forthcoming instructions from the employer, government advice, and national or local directions from Public Health England. 	Y	Weekly See briefing notes. SLT review and discuss in consultation with staff Parents' views also considered	L

Are there any other foreseeable hazards associated with the Covid-19?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
--	--

Additional Hazards	List any additional control measures required	Residual Risk rating High, medium, low
	Will be updated following review and consultation with staff, and weekly as routine As set out in the guidance for full schools opening and FE autumn term guidance, schools and colleges should continue to take steps to ensure vulnerable children and young people who can't attend their school or college are able to access their remote education. Contact should be maintained to ensure they are doing so. Vulnerable children include those with an education, health and care (EHC) plan, children with a social worker and children who are 'otherwise vulnerable'.	

*** Reopening after a lengthy closure:**

- Before resuming normal operation, commission 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. Allow sufficient time for this activity, approx. 1 week before opening if possible.
- Recommission all systems 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.
- Check your fire safety systems including making sure:
 - all fire doors are operational
 - your fire alarm system and emergency lights are operational

Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. Deep clean the kitchen prior to reopening before food preparation resumes.

See also this [Zurich Municipal guide](#).

† Designated safeguarding leads (DSLs)

The optimal scenario for any school is to have a trained DSL or deputy available on site. It is recognised this may not be possible, and where this is the case there are 2 options to consider:

- a trained DSL or deputy from the school can be available to be contacted via phone or online video - for example working from home
- sharing trained DSLs or deputies with other schools (who should be available to be contacted via phone or online video)

Where a trained DSL or deputy is not on site, in addition to one of the above options, the department recommend a senior leader takes responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection files, liaising with the offsite DSL (or deputy) and as required liaising with children’s social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.

Whatever the scenario, it is important that all school staff and volunteers have access to a trained DSL or deputy and know on any given day who that person is and how to speak to them.

Reference Websites:

- www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings
- www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak

ASSESSED BY (Print name)
JANE BROMLEY

SIGNED
Jane Bromley

DATE
21/07/20
8/9/20
05/11/20