Park Hill Primary School

Covid-19: Operational Risk Assessment.

Planned re-opening of primary schools June 2020 – reviewed to secure full re-opening September 2020

Coventry School Partnership:
Covid19 Operational Risk Assessment – Re-opening of Primary Schools

1. Introduction:

Coventry's Partnership of schools have agreed a collaborative and consistent approach to secure the safe re-opening of schools across the City as set out in *'Coventry Schools Covid-19 Re-set and Recovery Plan' May 2020.* On 2nd July – (updated 10th September), guidance for the full reopening of schools to all pupils from September 2020 was published 'Guidance for full reopening of Schools.' These changes are fully reflected in this guidance and Risk Assessment.

This Risk Assessment focuses on balancing the risk of children returning to school and accessing a full educational experience with the 'very low risk from Coronavirus (COVID19)' (source Government Guidance 10th September 2020)

In preparing and reviewing this guidance the Local Authority has had regard to advice from both the Health and Safety Executive and Government. It has noted that the Government has made explicit within the guidance those actions that are statutory, those actions that MUST be undertaken (Public Health Advice) and those that are advisory for consideration – if it is reasonably practicable to do so.

It is made clear that Government advice *"does not supersede any legal obligations relating to health and safety, employment or equalities and it is important that as an employer you continue to comply with your existing obligations".* Consequently, Health and Safety Legislation continues to take precedence.

This risk assessment guidance:

- Sets out the current context and statutory health and safety obligations as at September 2020 to take effect from the date on the RA.
- Reflects the relevant principles set out in Coventry schools Covid-19 Re-set and Recovery Plan
- Sets the national and local context for conducting a risk assessment to reduce transmission of a disease within the school context
- Provides an exemplar risk assessment that can be adopted and adapted to any educational setting
- Provides a template to record a risk assessment method statement – setting out safe methods of working (control measures) which all staff should read, understand and sign
- Incorporates hyperlinks to sources of helpful information and resource

What is the risk? Covid19 is an infectious disease recognised internationally as a pandemic, the transmission of which must be controlled. The foreseeable risk in re-opening schools, is the potential transmission of Covid19 between members of the school community and consequently the wider community. This risk assessment therefore focuses on actions that are reasonably practicable to implement, that will reduce the risk of transmission of Covid19 as a consequence of re-opening schools to all pupils and staff recognising that the virus is in general circulation and the risk is significantly lower than in the Spring/early Summer of 2020.

Who is responsible? The employer is responsible for making sure that risks, particularly the risks to staff and pupils, are managed so far as is reasonably practicable. For maintained schools the employer is Coventry City Council, for Academies it is the Academy Trust.

Whilst it is recognised that the employer cannot delegate the overall legal accountability for the health and safety of employees; the day-to-day running of the school including responsibility for the health and

safety of staff and pupils is ordinarily delegated to the head teacher and school management team. Reference: https://www.hse.gov.uk/services/education/sensible-leadership/school-leaders.htm

2. Overview of Actions required for safe methods of working:

- Put in place sensible approaches to minimise the risk of Covid19 transmission to staff, pupils and visitors whilst in school.
- Communicate the risks and required safe methods of working to all building users including parents/carers.
- Ensure that staff (employees) have the relevant information and training to manage risks on a day to day basis, including access to competent health and safety advice where needed.

- Check that the control measures have been implemented and remain appropriate and effective.
- Ensure that the control measures are monitored throughout the day and reviewed where necessary.

2.1 Key message:
Good health and safety is about keeping things simple, being proportionate and focusing on the real (substantive) risks. Procedures should be clear and concise with assessment of risk being practical. Good leadership is about getting the balance right on managing risk rationally, it is not about trying to eliminate it altogether.

2.2 What leaders need to do:
- Ensure that the school is following the employer's health and safety policy and has effective arrangements for managing the health and safety risks at the school.
- Maintain effective communications with employers, governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding any significant risks on site.
- Make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility.
- Consult and work with recognised TU safety representatives/employee representatives and safety committees.
- Consult and engage employees in the development of the Risk Assessment and ongoing review.
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.
- Provide visible leadership to the whole school so that staff feel motivated, supported and empowered to focus on the things that really matter.
  See: https://www.hse.gov.uk/services/education/sensible-leadership/leadership-test.pdf

3. Locally agreed Principles:
Coventry schools Covid-19 re-set and recovery Plan' May 2020/ revised July 2020/September 2020

- The safety of everyone in school is paramount
- A consistent and co-ordinated approach and communication will be maintained across the Coventry school system
- Adherence to social distancing will be maintained as far as practicably possible in all classroom and school environments
- Best endeavours will be deployed to minimise the number of contacts staff and pupils have within school and ensure consistency in the groups pupils are placed within and staff teach/support.

- School organisational planning will minimise the number of pupils that each staff member has contact with.
- Schools will reserve the option of a "staff re-set day" and other opportunities for staff to come on site prior to working with children in September 2020.

4. What we know:

The World Health organisation (WHO) confirms that data from published epidemiology and virologic studies provides evidence that COVID-19 is primarily transmitted directly from symptomatic people (those infected with Covid19 displaying symptoms) to others who are in close contact with the infected person. Respiratory droplets are passed on directly through coughing and sneezing, or indirectly by contact with contaminated objects and surfaces; where the virus may be transferred from the surface to the hand and then the face - eyes, nose or mouth. It is understood that people can be infectious before their illness starts. Therefore, to minimise the risk of transmission, settings must put into place effective infection protection and control. Ensuring appropriate social distancing in school, meticulous hand hygiene practice all serve to reduce risk significantly.

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 (COVID19)

The hierarchy of controls: if properly implemented will substantially reduce the risk of transmission of infection.

These include:

Exclusion:-
- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges. Covid19 tests for symptomatic household member/s must **confirm** the outcome of the COVID 19 test if taken as soon as the results are known
- Clinically vulnerable employees who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the staying at home away from others (social distancing) guidance should be supported in undertaking a Vulnerable Employee Risk Assessment (VERA) and reasonable adjustments made as necessary, which may include additional protections within the school environment or if possible working from home supporting the delivery of the curriculum for children unable to attend school as a consequence of self-isolation or local lockdown.

Hygiene:-
- A stringent cleaning regime should be in placeCOVID-19: cleaning in non-healthcare settings . At the highest level this could follow the advice set out in: Covid-19-decontamination-in-non-healthcare-settings
- Frequent cleaning and disinfecting of objects and surfaces that are touched regularly (touch points), should be undertaken using standard cleaning products or antiseptic wipes, both of which kill the virus. This may require settings to enhance cleaning capacity. It should be recognised that cleaners and caretakers provide the frontline in protecting everyone in school, but health and safety is everyone's responsibility so cleaning tasks may be undertaken by any member of staff as appropriate.
- Socialising hygiene routines including regular hand-cleaning regimes - washing hands thoroughly for 20 seconds with running water and soap, drying them thoroughly or using alcohol hand rub or sanitiser

ensuring that all parts of the hands are covered. Identify specific situations when additional handwashing is required
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach with follow up handwashing and cleaning/wiping of any contaminated area followed by safe disposal of waste
- Maximise natural ventilation and access to the external learning environment.

Social Distancing:-

- Secure social distancing and/or minimise the range of contacts an individual pupil and member of staff have whenever practicably possible through group designation footfall management and planned supervised movement throughout the school building
- Regulate entry so that the premises do not become overcrowded at any point and no 'pinch points' are experienced at ingress or egress
- Where it is possible to remain 2 metres apart continue to use floor markings/signage to mark the distance and facilitate compliance, particularly in corridors, hand cleaning areas, toilets and internal and external communal break areas. Primary age children and those with cognitive functioning that makes social distancing difficult can socialise with children within their designated group (bubble)
- Ensure the environment (such as classroom layout) and timetables are conducive with social distancing – remove all clutter and non-essential resources. Desks/tables where practicably possible should be forward facing – pupils should avoid facing each other.
- Minimise social contact by forming fixed groups of staff and children and avoiding movement between or blending of groups whenever possible. This may be a whole class group or if that is not possible e.g secondary or a whole year group it is accepted that staff may have to deliver to more than one group which is permissible but contacts should be minimised and social distancing adhered to when possible.
- Where face-to-face contact is essential, this should be kept to 15 minutes or less whenever possible, contact should be side by side.
- Social distancing is not required in an emergency situation, e.g. medical emergency, fire evacuation etc. PPE should be used in a medical emergency if time permits (a first aid supply of PPE will be provided to all schools to secure an individual emergency situation, for example a sudden illness that may be Covid19 symptomatic of a child or staff member in school)

5. Summary:

These underlying principles are the key focus for organising all aspects of the school day and need to be built into the operational routine. A model Covid19 operational risk assessment was developed for City-wide use, which is pre-populated with generic safe methods of working. It was advised that if adopted, would need to be adapted to each specific setting. The Risk Assessment template had been reviewed to reflect the changes in risk and necessary controls from September 2020 when all pupils return to school on a full time basis In addition to infection control, the risk assessment template and supporting resources extends to support additional health and safety considerations related to the consequences of Covid19 specifically:

- Securing provision for SEN – from September 2020 the provisions in a child's Education, Health and Care Plan must be delivered. This means that peripatetic support teachers and health therapists will be able to work within schools by adhering to the schools visitors policy thereby balancing the risk of allowing external visitors into school with the duty of best endeavours to provide (school may adopt the LA's model policy for visiting professionals)
- Health and safety audit of the school building checklist – for use by class teachers (HSE) to ensure that the overall building is safe to use in terms of trips, falls, lighting, electricity hazards etc.
- Staff audit and recovery plans for absence of leadership, teachers, non-teaching staff, cleaners, first-aiders and DSL and response to local lockdown.
- Maintaining communications with parents, staff, visitors and the general public

- Supporting the mental health and well-being of everyone in school
- Developing a recovery curriculum
- Developing a contingency plan to secure flexible support for home schooling if a need arises as a consequence of group isolation, whole school isolation or local lockdown.

6. Resources and references:

Actions for educational and childcare settings to prepare for wider opening from 1 June 2020 Coronavirus (COVID-19): implementing protective measures in education and childcare settings Coronavirus (COVID-19) Collection: guidance for schools and other educational settings Actions for schools during the coronavirus outbreak Coronavirus (COVID-19): implementing social distancing in education and childcare settings Coronavirus (COVID-19): guidance for educational settings COVID-19: cleaning in non-healthcare settings	Covid-19-decontamination-in-non-healthcare-settings staying at home and away from others (social distancing) Health and safety risk checklist for classrooms E-bug posters Guidance for the full opening of schools Guidance on the phased return of sport and recreation Sport England Coronavirus COVID19 symptoms Public Health England health protection team Guidance for food businesses on coronavirus (COVID19) COVID19 review of disparities in risks and outcomes.report.

Operational risk assessment for school re-opening

Please note: this risk assessment should be undertaken in conjunction with the covering guidance which absorbs statutory requirements and Government guidance available as at July 2020. Control measures have been used to exemplify actions that could be taken to mitigate the risk.

Assessment conducted by:	Tracey Bailey/Paul Griffin	Job title:	Assistant Headteacher/Head Teacher	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers

Date of assessment:	09/07/20 updated 13/09/20	Review interval:	As required	Date of next review:	September 2020 and continuous review thereafter
Name of Head Teacher	Paul Griffin	Signature	*Paul Griffin*	Date RA agreed by HT	09/07/20 updated 13/09/20

Risk matrix

Risk rating High (H), Medium (M), Low (L)	Likelihood of occurrence		
	High (very likely)	Medium (possible)	Low (remote)

Activity	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional controls	Residual risk rating (H/M/L)

1. **Establishing a gradual and safe approach for pupils and staff to return to school:**
1.1 Establishing if the building is safe following an extended closure

| Health and safety risk assessments have not been reviewed. The health and safety audit is overdue. | High | Health and safety audit conducted by nominated staff and Governor Classroom audits undertaken using the HSE Health and safety risk checklist for classrooms Risk assessments are updated or undertaken before the school opens to the rest of its pupils, mitigation strategies are put into place and communicated to staff with appropriate training covering: Different areas of the school Procedures for when pupils and staff enter and leave school Planned movement around the school during lesson, break and lunch times | Yes | Last H and S audit carried out on January 28th 2020.

PH has been open throughout lockdown for the children of critical workers and from 1st June for groups as specified by the Government, therefore it has not been closed for an extended period of time.

Audits undertaken by SBM and H and S governor

Risk assessments have been undertaken by appropriate members of staff e.g. SLT, Early Years, KS1 staff, KS2 staff.
INSET DAY undertaken September 1st - all staff to receive training on procedures and protocols put in place to reduce the risk of COVID19 transmission when entering and leaving school, whilst within classrooms with children, when moving around the school, delivery of the curriculum, use of resources. Continuous reminders and refreshing of advice will be given during Autumn Term 1 and beyond to all staff, parents and pupils.

Procedures when pupils and staff enter /leave school – see section 4.2. Hand sanitiser to be used by both pupils and staff on entry and exit.

Planned movement around school - see section 4 | Low |

		▪ Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used		Un-necessary items removed from classrooms and learning environments to include soft furnishings, soft toys and toys that are hard to clean. Children to have their own packs of stationery labelled that remains in school for their use only. Shared resources for bubbles to be washed in Milton at the end of every day. Bubbles to have sets of resources for use in that bubble only. Lessons planned so resources needed are kept to a minimum. Play equipment and resources specific to each group cleaned and sanitised after use with Milton by school staff. No sharing of food or treats – parents to be advised about sending in sweets or cake on birthdays. **Resources specific to EYFS** Resources on tables to be ready for lesson and children to have restricted choice. Outdoor resources restricted each day and outdoor area shared between 2 classes (year group bubble) List of outdoor and indoor equipment to be used to give to site managers each week so resources can be sanitised every day. Outdoor playground equipment allocated to specific group of children and cleaned at the end of every day with Milton.	

Statutory compliance has not been completed due to the availability of contractors during lockdown	Medium	▪ All statutory compliance is up to date. ▪ Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.	Yes	Weekly water flushing, fire equipment tested, monthly legionella checks, and external play equipment checked. Regular checks have still continued to be carried out following social distancing protocols eg Site manager has maintained regular flushing whilst the site has remained open.	Low

1.2 First Aid/Designated Safeguarding Leads

The lack of availability of designated First Aiders and Designated Safeguarding Leads may put children's safety at risk	Medium	▪ First Aid certificates have been extended for three months by Gov't ▪ A programme for training additional staff is in place, using on-line training.	Yes	Occupational Health has provided refresher training online that First Aiders have accessed during lockdown to refresh knowledge. Additional recommendations re CPR have been communicated to staff re CPR. CPR on adult – do not place your face next to theirs. If it is assessed that the patient needs CPR a towel or scarf should be placed over mouth and nose and only chest compressions undertaken. CPR on child – no change. Staffing levels within school ensure that there is a first aider available at all times along with a DSL. Allison McKinnell Rebecca Court Karen Hussain Lorraine Tatham Mel Mould. Danielle Madeloff Vickie Morgan Elaine Roynon Venise Brindley Samantha Hanlon Samantha Hill	Low

| | | | | Tina Poole
Donna Coatesworth
Karen Hussain
Rebecca Tildesley
Emily Bartley only did day one due to COVID

All preschool/reception staff have paediatric first aid and a member of this team on site every day. | |

2. Determining the number of pupils that can be accommodated within the school infrastructure					
2.1 Organisation of teaching spaces and communal areas					
Classroom sizes will not allow adequate social distancing	High	Class sizes revert to 30 in recognition of Government advice that children are not at significant risk. ▪ Classrooms are re-modelled, with chairs and desks in place to allow for social distancing. Any surplus furniture including 'spare' chairs are removed if possible and area de-cluttered ▪ Timetables and staffing model determined to secure curriculum delivery for class-group size	Yes	Class sizes are set at 30. Bubbles are based on year groups Breakout spaces will also be used to add extra capacity. Year group Bubbles established at PH in line with Gov guidelines of 30 children x2 Classrooms organised maintaining space of 2m as much as possible or 1m if not. Excess furniture removed to storage space. Lessons planned by teaching staff for individual work, not pairings or groups, Feedback given using interactive whiteboard and visualiser not close interaction. Staff allowed to stay at adult height – no requirement	Low

				for staff to get to child level for interactions.	
		▪ Clear age appropriate signage displayed in classrooms promoting social distancing see: E-bug posters		Age appropriate signage positioned in classroom with relevant messages about keeping safe.	
		▪ Ensure class groups and staff stay together consistently as much as possible and do not mix or blend with other year groups		Teacher and/or TA assigned to bubbles of children and stay with these groups throughout the day and on subsequent days. Children/staff stay in their year group bubbles and do not mix with other bubbles Change over of staff for Bubble group will only occur if staff member is ill. PPA or cover staff will move between bubbles where necessary but this will be limited as much as possible.	
Staff rooms and offices do not allow for observation of social distancing guidelines	High	▪ Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. ▪ Staff are discouraged from congregating in communal spaces and are encouraged to eat observing social distance alone or with their designated team ▪ Staff using a communal area do so in their designated groups only and the area is cleaned before being occupied by another group.	Yes	Staff have been advised of the Gov guidance re social distancing and staff rooms have been configured accordingly with signage in appropriate places. SLT to remind as appropriate. Anti-bacterial wipes/gloves provided for wiping down of surfaces once areas have been used. Staff have been allocated specific areas for time out located in designated areas.	Low

School kitchens may not be able to serve whole school return	Med	▪ Government advice confirms that school kitchens can continue to operate. The kitchen will comply with guidance for food businesses on coronavirus (COVID19)		Solihull Catering undertaken RA inline with Gov guidelines. KS1 children to receive a hot meal in either the dining room or hall socially distanced. KS2 children to provide a packed lunch which will beaten in classrooms. FSM children to be provided with a packed lunch from the kitchen.	Low
Physical activity in school	Med	▪ Pupils to be kept in consistent groups ▪ Sports equipment to be thoroughly cleaned in between each use by a different group ▪ Avoid contact sports ▪ Where possible outdoor sports will be prioritised and large indoor spaces used when necessary maximising distancing between pupils and adhering to stringent cleaning and hygiene. ▪ External facilities are used in accordance with Government guidance on the phased return of sport and recreation issued by Sport England. ▪ Include activities such as active miles and active travel to promote social distance exercise.		Pupils to be taught PE in classes. Sports equipment to be sanitised with anti bacterial wipes or Milton and left for 72 hours in between use. PE lessons will take place outdoors with social distancing being adhered to as much as possible. No contact sports	Low

2.2 Availability of staff and class sizes					
The number of staff who are available is insufficient to safely teach classes in school, operate effective home learning schemes and safeguard children not in school	High	▪ The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. ▪ Staff who are identified as potentially at increased risk from coronavirus because they have particular characteristics that comparatively increase their risk as set out in COVID19: review of disparities in risks and outcomes report should be identified and be given the opportunity to undertake a vulnerable employee risk assessment (VERA). The school will use its reasonable endeavours to accommodate the risk. ▪ Staff are aware of the current symptom checker for Covid-19, including high temperature, persistent cough and loss of taste and smell and understand that they are not permitted to attend school if they or a household member is symptomatic	Yes	Health status and availability of staff communicated to HT and SBM. Deployment planned and regularly updated. VERA's completed for pregnant members of staff and other categories at high risk. On INSET days September, symptoms revised with staff along with the protocol to follow if symptomatic.	Low

		▪ All staff are aware of the testing procedure and report their illness or the illness of a household member immediately to enable testing to take place within 3 days of onset.		Testing procedure communicated to all staff on INSET day and importance of this happening within 3-5 days of symptoms onset.	
		▪ Full use is made of those staff who are not available to work but who are well enough to teach lessons online. ▪		Staff who are not available to work in school are responsible for online lessons and communication with parents if relevant.	
		▪ Flexible and responsive use of teaching assistants and pastoral staff is in place to supervise classes under the direction of a teacher if required providing this does not displace provision for children with SEND.		Teaching assistants being used as support or leading bubbles under the direction of a teacher. Pastoral staff supporting vulnerable children under the guidance of the SENCO.	
		▪ An appropriate hierarchy of deputization is in place should a senior leader be unavailable. This might include external leadership capacity		Appropriate hierarchy of deputisation in place including HT, DHT, AHTS and SENCO.	

2.3 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	Medium	▪ Guidance on accessing a test for symptomatic household members has been brought to the attention of all staff ▪ Staff share the outcome of the test with their employer ▪ The school staff and parents engage with the Test and Trace processes	Yes	All staff informed on INSET day September 2020 process for family members who are symptomatic. It tested all staff will contact line manager to inform of result. Test and trace protocol explained to staff.	Low

Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	Medium	Ensure that pupils, staff and other adults do not come into school if they have coronavirus (COVID19) symptoms or have tested positive in the last 7 days and ensure anyone developing these symptoms during the school day is safely sent home and instructed to arrange a COVID19 test. Any household members within school will be sent home to self-isolate for 14 days or until the test result is known and is negative.		Pupils, parents and staff are aware of what steps to take if any of their household display symptoms – school website/letter. This includes an understanding of the actions to take in relation to these.	
		Engage with the NHS Test and Trace process	Yes	School to record the names and phone numbers of any visitors on site for tracing. If a child or staff member tests positive then they are to provide the details of anyone that they have been in direct close contact with in the past 2 days for the Test and Trace programme. If a member of staff is contacted by the Test and Trace service they must self- isolate for 14 days. In the Autumn Term a small number of testing kits will be provided to schools to be given to parents if their child is sent home with symptoms – full instructions will also be provided.	Low
		Pupils, parents and staff are aware of what steps to take if they, or any member of their household, display symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms **clinically vulnerable** should these apply**.**		Communication to parents by letter to inform that any child displaying Covid-19 symptoms – a temperature, persistent new cough or loss of taste and smell – will need to be collected immediately and follow coronavirus infection guidelines. This also applies	

		▪ Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes safe isolation procedures, departure and cleaning.		to how confirmed cases are communicated. PPE – gloves, apron, mask and visor - will be provided for the first aider looking after the child and a 2m distance maintained. Child will be moved to the entrance hall, where they can be isolated behind a closed door with appropriate adult supervision and appropriate ventilation. A separate bathroom is also available here. Both rooms will be deep cleaned before being used by anyone else after the child has left with bleach. First aider to wash hands thoroughly for at least 20 seconds but does not need to go home unless they develop symptoms themselves. PPE needs to be removed as LA/PHE guidelines Any staff member displaying symptoms should leave the premises immediately and follow coronavirus infection guidelines. If too unwell to drive, a family member should collect. If a child/staff member has been sent home with symptoms then they should arrange a test. Further actions dependent on results. If negative they may return to school; if positive they should self isolate for 10 days. Fellow household members/bubble members/siblings should then self isolate for 14 days. All staff and pupils + families will have access to test facilities and will	

				need to be tested within 3-5 days of the onset of symptoms	
		Contain any outbreak by following public health protection advice. Contact PHE protection team		If cases are detected within cohort or wider setting PHE will advise schools on action to take. As a precautionary measure, large groups could be asked to self isolate.	
				Any COVID 19 positive test results in staff or pupils is reported to the LA/PHE	
				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.	
				In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be	

				dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.	
		▪ Robust collection and monitoring of absence data, including tracking return to school dates, is in place		Any child not in school will be followed up on by pastoral/office staff on first day of non attendance if school have not been notified. Non-attendance due to coronavirus may result in a fine.	
Staff, pupils and parents are not aware of the school's procedures (including testing) should anyone display symptoms of COVID-19	Low	▪ Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. ▪ This guidance has been explained to staff and pupils as part of the induction process and systems are in place to validate understanding	Yes	All parents have been signposted by letter to the Gov publication https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings	Low

		▪ Any updates or changes to this guidance are communicated in a timely and effective way to all staff and partners.		It has also been explained how this will translate at Park Hill through letter. Guidance communicated to staff on INSET day September 2020. Copy of letter sent to parents also communicated to all staff. Any updates to this guidance will be communicated through all school methods of communication e.g email, school comms, class Dojo, school website, phone call.	
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school		▪ Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. ▪ This guidance has been explained to staff as part of the induction process. ▪ All positive results, where it can be shown that there is reasonable evidence that exposure was caused from a work activity, are reported under RIDDOR 2013.	Yes	All parents have been signposted by letter to the Gov publication https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak It has also been explained how this will translate at Park Hill through letter emailed. Process explained at INSET DAY on September 1st to staff. Where a member of staff has been tested positive of having Covid19 and there is reasonable evidence that exposure was caused from a work activity, this will need to be reported under RIDDOR 2013 as a case of occupational exposure. The incident should be reported using the Council's online incident management system – Alcumus Info Exchange."	Low

3 Preventative measures to reduce risk of transmission through breaches of social distancing or good hygiene					
3.1 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	High	A virtual induction and CPD programme is delivered to all staff prior to reopening, which includes: ▪ Infection control ▪ Fire safety and evacuation procedures ▪ Constructive behaviour management ▪ Safeguarding ▪ Risk management	Yes	All of these issues were covered in induction on RESET day by HT, AHT. Teams spoken to in smaller groups so social distancing was adhered to. Same delivery to all.	Low
New staff are not aware of policies and procedures prior to starting at the school when it reopens	Low	▪ Induction programmes are in place for all new staff – either online or in-school – prior to them starting. ▪ The revised staff handbook is issued to all new staff prior to them starting.	Yes	Induction programme will be in place for new staff in September re policies and procedures related to COVID 19. Staff handbook to be revised in line with this. Staff who have been shielding/self-isolating will also be advised on procedures and protocols in school re COVID19. Staff will be asked to sign to say that they have read and understood the RA and guidelines.	Low

3.2 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	Medium	▪ Communications strategies for the following groups are in place: ▪ Staff ▪ Pupils ▪ Parents ▪ Governors/Trustees ▪ Local authority ▪ Professional associations including Trade Unions ▪ Other partners including peripatetic staff and health professionals	Yes	Communication strategies for the following groups are in place staff – email, Team meetings Pupils – Class Dojo, phone calls for teachers Parents – email, school comms, Class Dojo, website Governors – Team meetings, email, phone LA – TEAM meetings, email, phone Professional associations – email, phone.	Low

				Other partners – email, phone, website (school nursing) This RA will be reviewed and updated with staff consultation where control measures are no longer considered to be suitable and sufficient. Children who are returning to school, have all received a transition powerpoint on protocols and organization. This was emailed out to all year groups..	
There is a lack of clarity and understanding in maintaining social distancing and good hygiene	Medium	▪ Clear signage is in place at all school entrances, reception, toilets, washing, teaching, social and communal areas promoting social distancing, good handwashing and 'catch it bin it' rules. ▪ Clear floor markings identify 2 metre spaces (may be reduced to 1m+) and one-way systems in corridors and thoroughfares to ensure safe distancing when travelling in and around the building or the external environment, including arrival and leaving procedures. ▪ All systems and procedures are visibly modelled by leaders and routinely monitored and reviewed throughout the day.	Yes	Clear signage in applicable places promoting relevant protocols and procedures at an age appropriate level for hand washing, catch it – bin it message and social distancing. Continual reminders by staff about this. Hand washing posters list when – on arrival, after using the toilet, after break lunchtimes, after messy play, at end of school day. Hand sanitiser to be used – on arrival and departure after washing, before and after eating, after sneezing/coughing. Clear floor markings around perimeter of building identifying 2m social distancing rules and at exits/entrances. Floor markings within school indicate one way systems in corridors and thoroughfares. Systems and procedures modelled by leaders and consistently reviewed by SLT.	Low

Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	Medium	▪ As part of the overall communications strategy referenced in parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. ▪ A COVID-19 section on the school website is created and updated. ▪ Parent and pupil handbooks/information leaflets are created.	Yes	Parents are updated weekly using a variety of communication tools with information relating to general information, guidance, key messages in line with Gov guidance and the school's expectations. All COVID-19 related materials have been grouped together on the website. Pupil powerpoints created for returning pupils to aid transition back to school. Parent communication sent re protocols and procedures following children's return to school.	Low
Parents and carers may not fully understand their responsibilities should a member of their household or a child show symptoms of COVID-19	Medium	▪ Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website.		Weekly messages sent out to parents re Gov guidelines through school comms and school website.	Low

4 Planning movement around the school					
Movement around the school risks breaching social distancing guidelines	High	▪ Circulation plans have been reviewed and revised. ▪ One-way systems are in place where possible. ▪ Appropriate signage is in place to clarify circulation routes. ▪ Pinch points and bottle necks are identified and managed accordingly. ▪ Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and utilising any external learning environment that is available ▪ Pupils are regularly briefed regarding observing social distancing guidance. ▪ Appropriate levels of supervision and guidance are in place	Yes	Pupils will use a one way system when circulating around school. Each year group bubble will have its own exit/entry point and set of toilets. Rec, Y1 and Y2 children will be escorted to the dining room by staff at lunchtime. These times will be staggered to reduce contact outside bubbles.	Low

				Before and After school club children will have separate entrances according to year group bubbles and staggered start and finish times. They will be escorted to classrooms if applicable by Buddies staff. Appropriate supervision levels are in place according to the needs of the children. One to one provision is provided for EHCP children. Messages to office via walkie-talkies and registers left outside classrooms for office staff to collect and take to main office Corridors marked with routeways (tape) HT/DHT available at end and start of school day to reinforce social distancing outside Learning will take place outside at regular periods of the day	
4.1 Management of social distancing in the r**eception area**					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	Medium	▪ No visitors are allowed on the premises without a pre-arranged appointment. If a visit can be arranged out of school hours it should. ▪ A record of all visitors and their contact numbers are retained for the purpose of Track and Trace procedures. ▪ Any visitors are provided with clear guidelines on behaviours whilst on premises – ideally sent electronically in advance of the visit ▪ Non-contact signing in arrangements are in place that do not require writing or electronic entry by the visitor ▪ Social distancing points are clearly set out, using floor markings, continuing outside where necessary. ▪ Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).	Yes	All unnecessary visits to the school site barred and necessary visits will be by appointment only, out of school hours as much as possible Visitors given a badge (sticker) to wear by office staff that they apply and dispose of and names and details are noted down to comply with Test and Trace procedures. All visitors to school are advised on entry of Gov protocols and procedures by office staff through a leaflet.	Low

		▪ Non-essential deliveries and visitors to school are minimised. ▪ Arrangements are in place for segregation of visitors.		Social distancing points are marked outside the main entrance at 2m distances. Social distance signage is displayed and reception staff are behind glass partition. Segregation of visitors by glass partition.	

4.2 Management of Aggress and Egress – arrival and departure					
The start and end of the school day create risks of breaching social distancing guidelines	Medium	▪ Parents have clear information on drop-off, pick up procedures whether on foot or driving with clear signage in place ▪ Start and departure times are staggered to reduce pinch points and risk of breach if this is possible without reducing the overall teaching time for pupils. ▪ A clear traffic management scheme is in place that allows safe queuing of vehicles monitored on the school gate with a drop-off and go procedure in place ▪ All available safe exits are utilised to leave the school building, with clear safeguarding procedures in place to ensure children are handed over to their parents ▪ Segregation of groups is considered wherever practicable ▪ Floor markings are visible where it is necessary to manage any queuing.	Yes	All parents will be communicated with re individual drop off and pick up times for their children. Clear signage is in place at school entrances/exits. Staggered start and end times are in place at 10 minute intervals within each year group. Parents have been advised that they must exit the school site promptly after dropping off and picking up. Teachers/TA's will hand pupils over to parents and permission has been gained for year 6 children to walk to/from school on their own. Segregation of groups will be done by time and location of exit/entry points, 2m markings painted on floor ensures social distancing. Members of SLT will monitor each entry/exit point at appropriate times. Before and after school provision will also have staggered starts and different entrances/exits.	Low

Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	Medium	- Start and finish times are staggered. - The use of available entrances and exits is maximised. - Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. - Weekly messages to parents stress the need for social distancing at arrival and departure times. - Face masks being worn on drop off/collection	Yes	See above point LA protocol issued stating that parents must wear face masks when dropping off and collecting all children.	Low

4.3 Consideration of how to reduce contacts and maximise distancing between those in school whenever possible and minimise potential for contamination as far as is reasonably practicable.					
Formulating group sizes to minimise contacts and mixing whilst delivering a broad and balanced curriculum.	High	- Group pupils together to reduce as far as possible the number of contacts between children and staff to a size that balances the requirement to deliver a broad and balanced curriculum. The maximum group size is one year group. The ideal group size is one class group. - Maintain as far as possible the consistency of group members - Avoid contact between groups as far as possible - Staff to maintain distance from pupils and other staff as much as possible - Children should only be placed in larger groups if they are able to observe social distancing otherwise they must be placed in a class group. - Limit social interaction, sharing of rooms and social spaces between groups as much as possible. - Younger children will not be able to maintain social distancing and it is acceptable for them not to distance within their group. - Where possible children may spend the majority of their time in their class groups for teaching and before and after school care.	Yes	At PH group sizes will be 30 but classes will be organised into Year group bubbles to ensure consistency of children and staff. Children will receive a broad and balanced curriculum. Within classrooms there will be, as much as is practically possible, a 2m area defined between pupils and staff. Social distancing guidelines will be adhered to with constant reminders given. In before and after school provision children will remain in their year group bubbles for consistency.	

		• All teachers and other staff can operate across different classes and year groups if that is needed to enable a full educational offer • If staff need to move between classes and year groups they should try and keep their distance from pupils and other staff as much as possible, ideally 2m from other adults. • Face to face contact will be avoided if possible and the time spent in close contact (within 1m of anyone) will be minimised. Side to side or back to back contact is recommended. • The provision for a child with complex needs who requires close contact care can be delivered as normal.		Face to face contact will be avoided as much as possible. Intimate care will be provided for children with EHC plans – PPE provision as required.	
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	High	Each classroom and teaching space compliant with social distancing measures as much as possible and in line with local and government guidance Where possible all pupil desks are forward facing from Year 2 upwards and the teacher maintains a 2m distance at the front of the class. • All furniture not in use has been removed from classrooms and teaching spaces into safe storage • Arrangements are reviewed regularly.		Groups of children to be located in year group bubbles. Breakout spaces will also be used to add extra capacity within year group bubbles. Children to be sat at desks that face forward with the teacher maintaining a 2m distance as much as possible. All furniture not in use removed from classrooms into shared areas (hall) or safe storage.	Medium/Low

4.4 Management of movement in corridors					
Social distancing guidance is breached when pupils circulate in corridors	High	• Circulation plans have been reviewed and amended. • One-way systems are in operation where feasible. • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly. • The movement of pupils around school is minimised as much as possible. • Where possible, pupils and staff stay in classrooms or in designated external areas • Pupils are reminded regularly to observe social distancing guidance whilst circulating, supported by signage • Appropriate supervision levels are in place.	Yes	Rec, Y1 and Y2 pupils will be using the one way system to access the dining room/hall at lunchtimes in corridors. Each year group bubble has its own exit/entry point and set of toilets. Staggered starts/exits, playtimes and lunchtimes will ensure limited movement of year groups in corridors. Pupils reminded regularly about social distancing by school staff and through signage.	Low

				Appropriate supervision levels are in place according to the needs of the children. One to one provision is provided for vulnerable children. Messages to office via walkie-talkies.	

4.5 Management of social distancing at break times

Pupils may not observe social distancing at break times	High	- Break times are staggered. - External areas are designated for different groups. - Pupils are reminded about social distancing as break times begin. - Social distancing signage is in place around the school and in key areas. - Supervision levels have been enhanced, especially with younger pupils, to support social distancing.	Yes	Break times across the groups are staggered and playgrounds organised for the various year group bubbles to stop cross-contamination Pupils reminded about social distancing regularly by school staff and signage. Additional adults, SLT and lunchtime supervisors provide support with social distancing.	Medium

4.6 Management of social distancing at lunch times

Pupils may not observe social distancing at lunch times	High	- Pupils are reminded about social distancing as lunch times begin. - Pupils wash their hands using the 20 second routine, before and after eating. - Dining area layouts have been configured to ensure social distancing where practicable. - Additional arrangements are in place, such as staggering lunchtimes, pupils eating in other appropriate spaces. - Guidance has been issued to parents and pupils on packed lunches (e.g the use of disposable bags instead of lunch boxes) - Eating areas are cleaned in between group usage and after lunch has ended.	Yes	Posters in every class room advising of the times for hand washing and sanitising. Signage shows what good hand washing looks like. Rec, Year 1 and Year 2 children will be provided with a hot school meal in the dining room. Social distancing will apply to seating. Children should be seated in class bubbles. Dining area to be cleaned	Medium

		▪ Staggered lunchtimes are considered to reduce congestion providing this does not impact on the delivery of teaching time.		in between year group bubbles. KS2 children will be given a packed lunch to be served in their classrooms. Tables to be sanitised before and after use. Handwashing specified before and after eating. If children bring lunch boxes to school, they are placed under their desk/in tray on desk and taken home again at the end of the day. Outdoor fixed play equipment cordoned off. Children encouraged to play games which encourage social distancing. (ideas sent to staff by RL)	

4.7 Management of social distancing and hygiene in the toilets			
Queues for toilets and handwashing risk non-compliance with social distancing measures	Medium	▪ Queuing zones for toilets and hand washing have been established and are monitored. These do not have to be segregated for different groups but should not be used by members of different groups at the same time. ▪ Floor markings are in place to enable social distancing. ▪ Pupils know that they can only use the toilet one at a time. ▪ Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. ▪ The toilets are cleaned frequently. ▪ Monitoring ensures a constant supply of soap and paper towels. ▪ Bins are emptied regularly. ▪ Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. Signage is in place	Yes	Only one boy/one girl allowed to access the toilets at a time observing social distancing rules. Toilets have been allocated to each year group bubble. Staff to use discretion with children using the toilets throughout the school day. Toilets to be cleaned and disinfected at lunchtime by 2 site managers and at end of day by cleaning team. This team also responsible for ensuring paper towels and soap is restocked. Hand washing and sanitising monitored at appropriate times. Regular reminders given through instruction and signage on how to wash hands correctly. Bins to be emptied at lunchtimes and at the end of the school day. Each Bubble to be provided with gloves, cleaning cloths,
			Low

				disinfectant/sanitiser, hand wash, hand sanitiser, medical care plans, tissues, foot pedal operated lidded bin.	

4.8 Safety arrangements for the use of medical rooms					
The configuration of medical areas may compromise social distancing measures	Medium	- Social distancing provisions are in place for medical areas behind a closed door if possible. - Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. - Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. It is advised that household bleach is used after the room is vacated. - Covid-19 first aid packs are available to ensure appropriate PPE for supervising staff - Any member of staff providing assistance to someone with symptoms and any pupil who has been in close contact with them must wash their hands thoroughly for at least 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.	Yes	Social distancing measures in place for medical areas. Entrance hall designated as isolation area for pupils with suspected COVID19. This will not be used as a public space if it has been used for isolation. Deep cleaning to be carried out by site managers of areas used to house suspected COVID 19 pupils with household bleach. COVID 19 first aid packs prepared including aprons, masks and gloves. Year group bubbles and first aiders to be advised of the need to wash hands/use of sanitiser if child develops symptoms during the school day.	Low

5. Securing and sustaining robust hygiene systems and procedures

5.1 Cleaning

Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	High	- An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. - Working hours for cleaning staff are increased to secure sufficient capacity to undertake an enhanced cleaning regime throughout the day - Sufficient supplies of soap/handwash, paper towels, tissues and cleaning products are procured to ensure constant supplies ae available in every teaching and washing space	Yes	Rooms/toilets/shared areas thoroughly cleaned at the end of each day with disinfectant. At beginning and end of lunchtimes, tables in classrooms cleaned and sanitised. Touch points – door handles and light switches also cleaned by staff at lunchtime. Hand sanitiser/ soap/ paper towels/ tissues/toilet tissue checked at lunchtimes and end of day and replenished as necessary. Recorded on cleaning schedule sheet outside each room. 2 site managers working throughout the school day onsite. Surfaces that children are touching e.g toys, chairs, door handles, light switches, hand rails will all be cleaned at the end of school day also with Milton/sanitiser/disinfectant. Beginning and end of school day tables in classrooms to be wiped with disinfectant by school staff. Gloves and sanitising spray provided for this. Lidded pedal operated tissue bins provided in classrooms to be emptied at lunchtime.	Low

5.2 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	Medium	- An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are ordered - Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.	Yes	Additional supplies delivered. Hand sanitiser, hand wash available in every bubble and appropriate area. Site managers to check supplies around school at lunchtimes and end of school day.	Low
Pupils forget to wash their hands regularly and frequently	Medium	- Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. - Posters reinforce the need to wash hands regularly and frequently. - School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. - Pupils and staff are taught how to effectively wash their hands especially before and after eating, going to the toilet, or following direct contact with another person	Yes	Staff training on RESET day June 1st covered hand washing and the need to keep reminding pupils about this. INSET day training on the 1st September reiterated this. Posters around school in key areas remind children about hand washing. Posters in classroom list times hand washing/sanitising will be taking place. Effective hand washing is taught by staff.	Low
Equipment and Resources	High	- Individual and very frequently used equipment such as pencils and pens should not be shared. - Classroom based resources including books and games can be shared within the designated group but must be cleaned regularly. - Resources shared between groups such as sports, art and science equipment must be cleaned between group usage or decontaminated by leaving them out of reach for 48 hours (72 hours for plastics) - Outdoor play equipment will be cleaned more frequently - Pupils will be limited as to what they can bring into school to: bags, lunch boxes, hats, coats, books, stationery.	Yes	All children to be provided with their own equipment. Parents informed that children must not bring pencil cases/bags to school. Classroom based resources will be shared between year group bubbles only and sanitised regularly with Milton/wipes. Staff advised re the sanitising/cleaning of sports, arts and Science equipment between usage and time periods allowed. Reading books will be issued on Mondays but must be returned on Thursday for changing so that they can be decontaminated for 72 hours over the weekend.	Med/Low

5.3 Personal Protective Equipment (PPE)
Teachers should not take shared resources home .

Hazard	Risk	Control measures	In place	Further action	Risk
Provision of PPE for staff where required is not in line with government guidelines	Medium	Public Health England advise that face coverings should not be worn in primary schools and that routine temperature checks should not now be taken as they are both intrusive and ineffective. Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. ■ Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely). ■ Staff are reminded that wearing of gloves is not a substitute for good handwashing. ■ Face coverings are not ordinarily required in school. Children under the age of 11 are not required to wear face coverings in or out of school including public transport.	Yes	Parents and staff to be advised on the use of face coverings in school. PPE for 2 children with SEND (spina bifeda) needing intimate care secured through local authority. Posters on using PPE put up in relevant areas around school. PPE sourced for use within school – visors for relevant staff, gloves, masks and aprons. Staff to all be communicated with and trained in the use of PPE. Parents to be advised on the use of face coverings with children.	Low

6. Curriculum organisation					
Children may need to re-socialise and familiarise with new routines	High	Consideration should be given on planning what to teach, and how. ■ The priorities for young children currently is resocialisation into new style school routines; speaking and listening and regaining momentum in particular with early reading.		Staff using appropriate resources re resocialisation with younger children along with mindfulness tasks. Staff will undertake one to one teaching for phonics and early reading for children who have fallen behind after baseline testing has been completed. Children recording learning in books. Verbal feedback to be given – no marking.	Low

Children may have fallen behind in their learning during the school closure and achievement gaps will have widened	High	▪ Gaps in learning are assessed and addressed in teachers' planning. ▪ Plans for intervention are in place for those pupils who have fallen behind in their learning.	Yes	Baseline testing to be undertaken in first 4 weeks of Autumn Term 2020. PSHE activities planned. Gaps to be identified and intervention programme to be commenced in Autumn Term 2020 formulated from baseline results.	Medium
Pupils moving on to the next phase in their education do not feel prepared for the transition	Medium	▪ A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues.	Yes	Transition materials have been completed for new teachers by previous teachers. SENCO has held transition picnics socially distanced for vulnerable/SEND children.	Low
Resuming full support for pupils with SEND (SEND support and EHC plans)	Medium	▪ All children with SEND will return full time to school in September 2020 and receive their full entitlement to support ▪ Younger children and children with complex needs will continue to be helped to wash their hands properly ▪ Vulnerable children risk assessments will be completed for children with additional needs who are unable to regulate their behaviour. e.g involuntary spitting using the LA's vulnerable children risk assessment template. ▪ External specialists will resume direct contact in school for assessment, training and advice purposes observing the school's visitors policy and mirroring expectations on staffing behaviours in terms of hygiene and social distancing.	Yes	All children with SEND returned to full time to school/alternative provision in September. Hand washing continues to be a priority across the school and younger children supported by staff. Vulnerable children RA will be completed by the SENCO to support behavioural needs. All external specialists visiting schools will be signposted to advice re hygiene and social distancing measures whilst at PH.	Low
Risk of infection from singing, chanting, playing wind or brass instruments and shouting	High	Music lessons will be held outside where practicable, participants will be physically distanced and taught in groups of no more than 15 for wind/brass/singing positioning children back to back or side by side not face to face. Instruments will not be shared Delay music groups/choirs for the first full term to be reviewed at Christmas.	Yes	All staff advised of the LA/GOV guidelines for music lessons. Instruments to be sterilised with sanitiser/Milton after use. No singing for groups larger than 15. .	Low

7. Enhancing mental health support for pupils and staff					
7.1 Mental health concerns – pupils					
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	Medium	▪ There are sufficient numbers of trained staff available to support pupils with mental health issues. ▪ There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. ▪ Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). ▪ Resources/websites to support the mental health of pupils are provided.	Yes	Pastoral support/SENCO have been supporting individual/vulnerable families where required. Phone calls to families from teachers has also provided support. Pastoral staff have also provided support within school to critical worker children/returning year groups Jigsaw scheme of work supports wellbeing and mental health in curriculum delivery and recovery. Resources to support mental health and well being available in the nurture nest – pastoral room. Reduced time in school for specific vulnerable children to ensure successful transition between home and school.	Medium/Low
7.2 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	Medium	▪ Staff are encouraged to focus on their wellbeing. ▪ Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. ▪ Staff briefings and training have included content on wellbeing. ▪ Staff briefings/training on wellbeing are provided. ▪ Staff have been signposted to useful websites and resources.	Yes	Rotas for working within school with critical workers have ensured that staff have time away from school and any holidays worked have been paid back to staff. Virtual staff meeting undertaken to discuss concerns and share control measures. Copy of RA emailed to all staff. Occupational Health referrals available for staff who need additional support.	Medium/Low
7.3 Bereavement support					

Pupils and staff are grieving because of loss of friends or family	Medium	▪ The school has access to trained staff who can deliver bereavement counselling and support. This includes the Council's critical incident team ▪ Support is requested from other organisations when necessary.	Yes	Through HR360 and Occupational Health Dept LA. Pastoral support able to signpost parents/pupils to organisations that can support with bereavement counselling. Winstons Wishes. Government documentation to advise on support available.	Medium

8 Governance and policy					
8.1 The role of Governors					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	Medium	▪ The governing body continues to meet regularly via online platforms. ▪ The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. ▪ The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. ▪ Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. ▪ Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.	Yes	Governing body met via TEAMS on 8th September Agendas have remained consistent with addition of COVID updates. HT statutory report discussed at meeting on 8th September and school's response to home learning in relation to COVID19. HT and Chair of Governors have regular dialogue re COVID 19 related issues. C of G has delegated responsibility for specific areas to certain gov eg Health and Safety and HR.	Low

				Minutes are completed by LA clerk to ensure compliance and accuracy. Minutes loaded to Governor hub Risk assessment has been seen by the C of G and other governor with HR background. Changes suggested have been made.	
Governors are not fully informed or involved in making key decisions	Low	▪ Online meetings are held regularly with governors. ▪ ▪ Governing bodies are involved in key decisions on reopening. ▪ Governors are briefed regularly on the latest government guidance and its implications for the school.	Yes	Online meetings have been held regularly. HT in regular communication with C of G re whole school opening. Copies of communication with parents are sent to C of G	Low

8.2 Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	Low	▪ All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. ▪ Behaviour policies recognise that adverse experiences of lockdown and or lack of routine and regular attendance at school may lead to levels of disengagement, anxiety and behavioural responses setting reasonable and proportionate expectations of behaviour and make appropriate provision to support. ▪ Staff, pupils, parents and governors have been briefed accordingly. ▪ Governors have approved revisions	Yes	SENCO has amended behaviour policy to reflect issues that returning pupils may have. Staff been sent addendums to policies to read and copies sent to C of G for approval.	Low
COVID19 outbreak in group, whole school or area lockdown will further disrupt learning.	Medium	▪ A remote education plan is in place that covers continuing education provision at a group, whole school and local area lockdown level ▪ High quality online and offline resources and teaching videos have been sourced, quality assured and approved – these will be applied consistently across all groups. ▪ Remote education is integrated into the school's curriculum planning – blended learning	Yes	Remote education plan formulated by the Home Learning lead teacher identifying provision for groups and the whole school . Oak Academy would provide online/offline resources which would be used across all year groups along with additional activities related to	Low

		▪ Printed resources are available for those that cannot access the internet physically or cognitively. ▪ The curriculum is planned to ensure that knowledge and skills are built incrementally and clear expectations of content are delivered by a teacher in school through high quality curriculum resources and/or videos with face to face virtual content as appropriate - ideally daily.		PH curriculum to provide a broad and balanced education Printed resources would be available for pickup at the school office for pupils that needed them. Remote Learning will also be provided for children that have been required to self-isolate due to a positive test in their bubble or home environment.	

9. Other operational issues					
9.1 Review of fire procedures					

Fire procedures are not appropriate to cover new arrangements	Low	• Fire procedures have been reviewed and revised where required, due to:
		  • Social distancing rules during evacuation and at muster points
		  • Possible need for additional muster point(s) to enable social distancing where possible
		
		• Staff and pupils have been briefed on any new evacuation procedures.
		
		• Incident controller and fire marshals have been trained and briefed appropriately.
			Yes	Fire procedures have been reviewed and muster points revised. Social distancing rules relaxed whilst evacuating building quickly and safely but reiterated once away from the incident. Additional muster points established in zones.
				
				On RESET day – June 2020 - staff briefed on new muster points and evacuation procedures - map given out for display in classrooms. New muster points details given to staff on INSET day in September 2020 to ensure social distancing once the whole school returns.
					Low

				All staff have been trained and briefed regarding new fire regulations during this time by the incident controller/SBM	
Fire evacuation drills - unable to apply social distancing effectively	Medium	• Plans for fire evacuation drills are in place which are in line with social distancing measures.	Yes	Plans in place in line with social distancing measure once all pupils and staff have exited the building quickly and safely.	Low
Fire marshals absent due to self-isolation	Low	• An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.	Yes	No fire marshals in vulnerable categories.	Low

9.**2 Contractors working on the school site**					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	Medium	Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. These will be organised outside of school hours wherever reasonably practical. ▪ An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. ▪ Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. ▪ Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart.	Yes	Maintenance work carried out by approved contractors. SBM to arrange for out of school hours as much as possible. Early communication with contractors and suppliers to support plans for opening. Contractors to use own equipment, practice good hygiene and social distancing. Contractors to inform main office if working in pupil areas so that	Low

		▪ Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. ▪ In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).		pupils/staff can be kept away from these for the duration of the works. Social distancing maintained when meeting with contractors. No requirement to sign paperwork. Non-contact signing in arrangements in place that do not require writing or electronic entry by the visitor. Contractors to provide own toilet facilities if on site for a period of time or toilet facilities in main entrance hall can be made available and cleaned regularly as per cleaning schedule. As above	

10. Additional site-specific issues and risks					
10.1 Schools to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
Packages delivered to the school open to infection by COVID 19	Medium	All packages received to be wiped with ant bacterial wipes or be quarantined for 72 hours before opening. Staff should wear gloves when opening.	Yes		Low
Vulnerable groups more prone to COVID19 infection – BAME, Disability, Over 70, BMI above 40, Pregnancy	High	Social distancing measures in place around school inline with Gov guidelines and in the classrooms Hand washing, with hot water and soap, to be encouraged regularly and at specific intervals during the school day. Hand sanitiser to be used regularly and at specific points – 70% alcohol content Children to be taught in 'bubbles' of no more than 60 – year group (LA guidelines) with minimum amount of staff change to stop cross contamination.	Yes	Equality Impact Assessment completed along with VERA	Medium

		No meetings/courses before or after school face to face – TEAMS to be used as much as possible. Staff relaxation areas have been established for breaks/lunches in different areas of the school to lessen the numbers of staff mixing. 2m social distancing in place. All staff have received induction on managing risk and keeping themselves safe. PPE has been procured for staff dealing with intimate care of children and first aid – training provided on the use of this.			
Care plans and Medication for Children not available in Bubbles	High	Children with medical needs in Bubbles have been identified and staff made aware	Yes	Staff in Bubbles have been given copies of children's individual care plans. Children's medication is to hand if required.	Low
Children who routinely attend more than one setting (eg dual registered, KEYS intervention programme or alternative provision)	High	The school working with the setting will ensure that all risks are addressed collaboratively to jointly deliver a broad and balanced full-time curriculum.	Yes	Liaise with the Key to ensure that the child offered provision for September is receiving a broad and balanced full time curriculum between us. The school will also collaborate with The Key on control measures such as reinforcing personal hygiene.	Low
Spread of the COVID 19 virus accelerated through the use of fans within classrooms	Med	HSE advice – June 2020 – states that there is no evidence that the spread of the virus is accelerated by the use of a fan. Fans can be used in classrooms if the temperature is above 25 degrees C. Fans should be directed into the classroom space and not onto individuals.	Yes	Fans can be used in classrooms if the temperature is above 25 degrees C. Fans should be directed into the classroom space and not onto individuals.	Low