



COVID-19: Checklist & Risk Assessment for reopening of school premise after lockdown.

Schools Safety Guide

Document information

Document title	COVID-19: Checklist & model risk assessment for reopening of school premise after lockdown		
Owner	St Gregory's Catholic Primary School – Thomas Boodell		
Status	Live	Version	1
Effective from	20 th May 2020	Approved on	1 st June 2020
Last updated	1 st June 2020	Last updated by	Thomas Boodell
Review date	1 st June 2020		
Purpose	To give schools SLT direction, guidance and advise on how to ensure schools are safely re-opened following the COVID-19 lockdown period		

Introduction

The Government are now moving to a new phase in the light of the COVID-19 pandemic. The expectation being that businesses will now start to reopen, and employees will start returning to the workplace. All this is with the caveat that it is safe to do so, and that the “R number” (rate by which an infected person transmits to others) does not significantly increase.

Schools have been included in this phase and asked to reopen to certain year groups on June 1st, as part of a staggered return to full occupancy.

This school safety guide (SSG) should be read in conjunction with the latest Government guidelines for schools that

are re-opening during the COVID-19 pandemic. In particular;

- [Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers.](#)
- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)

It is anticipated that the Government will be updating these guides and producing additional guidance over the coming days and weeks. Therefore, it is important that school leadership make regular visits to the [Government website](#) that is aimed specifically at schools and other educational settings.

Checklist & Risk Assessment

This SSG comes in two distinct parts;

Checklist

[Part 1](#) is a “checklist” prompt form to assist schools in ensuring all health & safety issues have been considered prior to reopening of the premises. This should be completed prior to the risk assessment.

Further guidance on the statutory testing of plant & equipment can be found in the [school premise logbook](#).

[Part 2](#) - Risk assessment

Further guidance on the risk assessment process can be found in the [Risk Assessment SMP](#).

Part 2: H&S Checklist

Conducted by: **Thomas Boodell**

Date: **20/05/2020**

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Health & safety/statutory issues						
Have all health & safety compliance checks of plant & equipment been completed prior to opening? (This can be done through referencing of the <u>School Premise Logbook</u> or equivalent)	Y			All checks completed or scheduled for completion by 29 th May All checks completed in-line with statutory guidance	D.T to ensure statutory tests completed by Friday May 29 th	DT – Site manager by 29/05/20
Are there sufficient numbers of staff available in safety critical roles? (e.g. fire marshals, first aid personnel etc)	Y			All key personnel are timetabled accordingly to ensure key personnel on site at all times	Fire drill, social distancing markers and staffing list.	DT – site manager TB – Principal First Aid trained staff
Will a test of emergency procedures (e.g. fire drill) be carried out in the first week of school reopening?	Y			Staff, parents and children will be made aware of this so that they aren't alarmed and understand it is good practice for future safety	Day to be arranged once numbers of children attending are confirmed	DT – site manager TB – Principal

Social distancing issues						
Have small class groups been organised as per Government guidance?	Y			Maximum of 9 children in each group to ensure 2 metres social distancing is adhered to. Designated classrooms have been measured to ensure this is possible.		
Have classrooms and other learning environments been organised to allow for social distancing?	Y			Tables have been laid out in a specific fashion to enforce such measures. Signage is used to indicate how many people can be in one place at one time or to inform of where to stand when a room is occupied by more than one person.	An outline of basic measures taken will be relayed to staff, parents and children beforehand to know what to expect upon arrival at the school site.	TB – Principal
Has consideration been given to arranging which lessons or classroom activities could take place outdoors?	Y			Staggered drop-off / pick-up times and locations are planned for. Staggered break times and lunch times have been accounted for.	Staff and parents to be told about this when numbers of children are confirmed.	TB – Principal
Has movement around the school been reduced? (e.g. use of timetable, selection of classroom etc)	Y			Drop-off / pick-up locations are planned for. Staffing has been arranged so that duties are shared allowing time for regular cleaning.	Staff and parents to be told about this when numbers of children are confirmed.	TB – Principal
Are there adequate signs/floor markings (e.g. one way, foot marks, hazard tape etc) in key	Y			Signage to remind stakeholders of social distancing is in place.	Staff, children and parents are to be briefed on these precautions and how they are to be followed strictly.	DT – site manager TB – Principal

areas to clearly identify the social distancing rules?				A one-way entrance and exit route is planned for so that parents can safely drop off and collect children.		
Have assembly groups been staggered?			N/A	No assemblies during this period – technology used in classrooms for video message assemblies		TB - Principal
Have break times (including lunch) been staggered?	Y			Break times are staggered. The use of all outdoor areas has been planned for so that bubbles of children remain together (socially distanced)	Staff and parents to be told about this when numbers of children are confirmed.	TB – Principal
Have drop off and collection times been staggered?	Y			Staggered drop-off / pick-up times and locations are planned for.	Staff and parents to be told about this when numbers of children are confirmed.	TB – Principal
Have parents drop off and pick up protocols been revised to minimise adult to adult contact?	Y			Consideration has been taken as to where and when families enter the playground for drop-off/collection. The routes to be taken by all stakeholders will work on a one-way, in-out system and bubbles will be collected from designated areas that are spaced 2m apart at all times.		DT – site manager TB – Principal
Have all unnecessary items been removed from classrooms and stored elsewhere?	Y			Children will have access to one desk – personal to them – that will have a tray on top that includes basic stationary and learning materials. These are not to be shared and are to		

				remain in the tray at all times unless being used.		
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Infection control issues						
Have alternative arrangements been made for those adults/children who fall into the extremely vulnerable or vulnerable categories?	Y			Key worker children are provided for. Children in other 'vulnerable' categories have the option to take up 'key worker provision' if their year group has not returned. Vulnerable children are still contacted by phone from school.		SLT to monitor along with class teachers
Have all soft furnishing/toys etc that are hard to clean been removed?	Y			All removed and stored in rooms being unused – those that are old have been disposed of.	Staff to check rooms in use to remove prayer table cloths, cushions and any other items that are remaining (PE kits/lost property).	All staff
Has a "deep clean" been conducted of any areas of the schools that have been out of action/mothballed since the lockdown?	Y			Site manager and cleaners conducted deep clean prior to reopening.		
Is there an enhanced cleaning regime of common contact points in place (e.g. door handles, push bars, desks, whiteboards, etc)?	Y			Cleaning to take place regularly throughout the day – tables and chairs at break times, lunch times and the end of the day. School to be cleaned three times daily (toilets, staffroom, corridors, bins emptied etc.). Door handles, push bars and whiteboards to be wiped.	Cleaning expectations to be relayed to staff on return.	TB – Principal

Are additional cleaning materials (e.g. wipes) available for use of shared equipment (e.g. kettle, microwave, printers, computer keyboards, pens/pencils, paint brushes, etc)?	Y			Bulk purchase of materials made. Materials provided in the staffroom to maintain cleanliness at all times.	Review stock weekly. Staff reminded to use their own equipment at all times (pens, pencils etc.) and to clean down shared items.	DT – site manager TB – Principal Staff regularly keep checking
Is there a good supply of liquid soap and alcohol-based hand rub (ABHR) available for pupils and adults?	Y			Bulk purchase of materials made. Liquid soap already used in school.	Review stock weekly.	DT – site manager TB – Principal Staff regularly keep checking
Is there a ready supply of tissues for pupils and adults?	Y			Bulk purchase of tissues made.	Review stock weekly.	DT – site manager TB – Principal Staff regularly keep checking
Is consideration being given to deliveries of supplies given that it has been reported that the virus can last on paper for 3 days and cardboard for 24 hours?	Y			Yes - all new orders will be placed with the understanding that when they arrive they will be put into quarantine for 3 days prior to opening.	Ensure stocks are monitored to include the 3 day quarantine for new orders is maintained and stock levels do not diminish.	DT – site manager TB – Principal
Is contaminated waste disposed of regularly and appropriately? Including PPE.	Y			Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues): Should be put in a plastic rubbish bag and tied when full.	Is contaminated waste disposed of regularly and appropriately? Including PPE.	DT – site manager TB – Principal

			<p>The plastic bag should then be placed in a second bin bag and tied.</p> <p>It should be put in a suitable and secure place and marked for storage until the individual's test results are known.</p> <p>Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</p> <p>if the individual tests negative, this can be put in with the normal waste</p> <p>if the individual tests positive, then store it for at least 72 hours and put in with the normal waste</p> <p>If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.</p> <p>Area in place where waste bags can be stored for 72 hours before it can go in normal bin if someone has been symptomatic.</p>		
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				<p>Daily waste:</p> <p>Bins will be emptied throughout the day.</p> <p>Lidded bins to be used in classroom</p>		
Is an isolation room available should an adult or pupil become symptomatic whilst at school?	Y			Deputy Head Teacher office will be used as the designated isolation room.	Notify staff of the location and procedure to follow when symptoms arise.	TB – Principal

Communication of Plans						
Have parents been informed of the drop-off and pick up protocols?	Y			Parents have been informed in a letter that includes specific details to St Gregory's based on the underpinning information/guidance given to families by the MAC Board.	Letter to be sent Thursday 21st May/Friday 22 nd May – depending on timing of MAC Board letter	TB – Principal MAC Board
Are parents and young people aware of recommendations on transport to and from education or childcare setting (including avoiding peak times)?	Y			Parents have been informed in a letter that includes specific details to St Gregory's based on the underpinning information/guidance given to families by the MAC Board.	Letter to be sent Thursday 21st May/Friday 22 nd May – depending on timing of MAC Board letter	TB – Principal MAC Board
Are parents clear that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)?	Y			Parents have been informed in a letter that includes specific details to St Gregory's based on the underpinning information/guidance given to families by the MAC Board. Signage at the gates will also be used to deter gatherings.	Letter to be sent Thursday 21st May/Friday 22 nd May – depending on timing of MAC Board letter	TB – Principal MAC Board
Are parents clear that if their child needs to be accompanied to the education or childcare setting, only one parent should attend?	Y			Parents have been informed in a letter that includes specific details to St Gregory's based on the underpinning information/guidance given to families by the MAC Board.	Letter to be sent Thursday 21st May/Friday 22 nd May – depending on timing of MAC Board letter	TB – Principal MAC Board
Have staff been briefed about the plans (for example, safety measures, timetable changes and	Y			Staff will receive the same communication as parents and will also be briefed further in a Microsoft		TB – Principal All staff

staggered arrival and departure times), including discussing whether training would be helpful?				Teams meeting scheduled for the 21.05.2020. Should staff not manage to access the meeting, minutes from the meeting will be distributed by email.		
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Part 2: Full Risk Assessment

Risk Assessment for: **Re-opening of Premise after COVID-19 lockdown** School: St Gregory's Catholic Primary School
 Assessment Date: **20/05/2020** Name of Assessor(s): **Thomas Boodell, David Turvey** Assessment Ref No: **CV1**

Risk Matrix scoring guide:

Likelihood	
1	Very unlikely
2	Unlikely
3	Likely
4	Very likely
5	Certain

Severity:	
1	No Lost time
2	Under 7-day injury or illness
3	Over 7-day injury or illness (RIDDOR)
4	Specified injury or illness (RIDDOR)
5	Fatality, disabling injury or illness

High (15-25)	These risks are unacceptable; significant improvements in risk control are required. The activity should be halted with immediate effect until risk controls are identified/implemented that reduce the risk to an acceptable level
Medium (5-12)	Additional control measures should be identified and implemented to reduce the risks associated with the activity or workplace so far as reasonably practicable
Low (1-4)	Minimal control measures are required to be implemented to satisfy the level of risk. Maintain current arrangements for risk control

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
1. Identify likely numbers of pupils returning and agree required staffing resource and approach and liaise with your LA on your plans								
Unable to assess likely numbers of pupils returning	<p>Pupils</p> <p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<p>Identify numbers of pupils likely to return:</p> <ul style="list-style-type: none"> • 43 children registered as key worker children • 30 children in year 6 • 5 vulnerable children • Possibility of more Key Worker children registering • Registration open for Yr 6 and KW chn to register to give firm numbers. • Capacity of school established as 80 children (8 classrooms with maximum 10 children) 	<ul style="list-style-type: none"> • Letter sent to all Year 6 and Key worker/vulnerable children with arrangements for 1st June. • Bubbles planned and chn and staff allocated to bubbles once firm numbers established. 	HT (TB) by 28/05/20	2	3	2	
Unable to assess required staffing resource	<p>Pupils</p> <p>Teaching, non-teaching staff, children, cleaners,</p>	<p>Identify numbers and roles of staff required to support return:</p> <ul style="list-style-type: none"> • Staff contacted and surveyed to ascertain availability • 3 x DSL 	<ul style="list-style-type: none"> • Final rota established for staff once firm numbers of Year 6 and Key Worker children established 	HT (TB) by 28/05/20	2	3	3	

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<i>(cross reference with risk assessment section on staff health and wellbeing)</i>	cooks, parents, visitors, contractors Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> • 8 x appropriately qualified Paediatric 1st Aiders • 1 x SENCO • 4/5 SLT • 7 out of 8 teaching staff available (1 shielding at home due to medical needs) • 12 out of 14 support staff available (2 shielding due to medical needs) • 2 out of 3 cleaning staff available (1 shielding due to medical needs) • Site Manager available • 1-2 Kitchen staff • 43 children registered as key worker children • 30 children in year 6 • 5 vulnerable children • Possibility of more Key Worker children registering 	<ul style="list-style-type: none"> • No issue with staff numbers at this point but if numbers increase significantly rota would need reviewing 					
Number of staff available is lower than that required to teach classes in	Pupils – Unable to attend school if staff numbers do not permit safe staffing of provision	<ul style="list-style-type: none"> • The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. 	<ul style="list-style-type: none"> • Regular updating and review of staff register with availability and any shielding letters etc. 	HT & SLT By 1 st June 2020	2	4	7	

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					L	S	R	
school and operate effective home learning or meet the required ratios as required by EYFS	<p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> • Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. • Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. • A blended model of home learning and attendance at school is utilised until staffing levels improve. • Contingency planning with LA is in place and additional resource identified • Consideration of available testing for school staff is updated according to latest government advice 	<ul style="list-style-type: none"> • Shielding staff redeployed to work from home wherever possible 					
Schools lose focus on continuing to apply in-year admissions process including admitting 'new' pupils	<p>Vulnerable children may be left without a school place and placed at risk</p>	<ul style="list-style-type: none"> • Review in-year school admissions expectation with key admission staff. • Ensure key school contact and related resources in place. • Ensure timely returns of individual pupil (applications and outcomes through a Pupil Movement Form) and wider cohort data returns. 	<ul style="list-style-type: none"> • Regular ongoing dialogue with LEA admissions team 	<p>HT, SLT and Office staff</p> <p>Ongoing</p>	2	2	5	

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					L	S	R	
		<ul style="list-style-type: none"> Ensure speedy admission of children in the relevant year groups. 						
2. Plan how children of critical workers and vulnerable children will be accommodated alongside returning year groups and encourage attendance								
Plans are not in place to identify number of classrooms required to allow appropriate social distancing for each year group	Pupils Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> SLT and site management team meeting to review school site and assess which classrooms can accommodate entry/exit points 80 maximum number of children and staff that can be accommodated in school on any given day 3 classrooms being utilised for Year 6 and 2 for KW chn 3 unused classrooms that could be utilised currently 	<ul style="list-style-type: none"> Review classroom usage as numbers of KW chn increase with potential to use another class for 3rd 'bubble' of KW chn (3 bubbles – EYFS & Yr 1, Yr 2 & 3, Yr 4 & 5) 	HT (TB) and SLT Ongoing dependent on numbers	3	4	4	
Classroom arrangements do not currently allow for adequate social distancing	Pupils Teaching, non-teaching staff, children, cleaners,	<ul style="list-style-type: none"> Agreed new timetable and confirmed arrangements for each year group. Arrangements in place to support pupils when not at school with remote learning at home. 	<ul style="list-style-type: none"> Confirm new timetables and classroom usage once numbers finalised All used classrooms to be adapted to meet social distancing requirements 	HT (TB) and SLT All Staff	2	4	8	

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	<p>cooks, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> • Classroom size and numbers reviewed through daily planning • Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance (i.e. a maximum of 10 pupils per class) • Classrooms re-modelled, with chairs and desks in place to allow for social distancing. • Spare chairs removed from desks so they cannot be used. • Clear signage displayed in classrooms promoting social distancing. • Hand washing facilities identified for each learning zone • Classes stay together with their teacher and do not mix with other pupils. • Consideration of staffing changes to cover absence. • The EYFS environment is re-organised to meet requirements of social distancing • Children in EYFS are organised into small groups with a key worker and do not mix with 						

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					L	S	R	
		other children or other small groups						
Appropriate planning for the use of alternative spaces not currently in place to meet shortfall	All staff/pupils	<ul style="list-style-type: none"> Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. Identify reasons for large space use Large gatherings prohibited. Design layout and arrangements in place to enable social distancing. The EYFS environment is re-organised to meet requirements of social distancing Staff to familiarise themselves with new timetables 	Confirm new timetables once numbers known Assess use of large spacing including break time rotas	HT (TB) and SLT All Staff	2	4	8	
3.Prioritising provision								
Plans to accommodate children of critical workers and vulnerable children who will be accommodat	Vulnerable children and critical worker children may be left without a school place and placed at risk	<ul style="list-style-type: none"> Review numbers of children returning according to status and year group (as per 1.1) Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school. 	<ul style="list-style-type: none"> Continue to prioritise KW and vulnerable children during summer term 2. 	HT (TB) and SLT Ongoing dependent on numbers	2	3	5	

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ed alongside returning year groups not in place		<ul style="list-style-type: none"> Pastoral and SEND support is deployed wherever possible to support prioritised pupils. Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. A plan is in place for the phasing in of the other cohorts. 						
Insufficient support is available for vulnerable and/or disadvantaged children as numbers of pupils increase.	Vulnerable children and critical worker chn may be placed and placed at risk	<ul style="list-style-type: none"> Support for individual pupils is planned through risk assessment and any issues addressed through SLT discussion Put in place provision for the return of pupils with SEND in conjunction with families Bring any support requests to weekly LA SEND Panel Support for pupil/parent anxiety about return to school and vulnerability to COVID-19 Requests for support for vulnerable families sent through Early Help Hubs LA support for individual or complex cases 	<ul style="list-style-type: none"> Ongoing review and regular contact from SLT for any vulnerable pupils who do not attend school. 	HT (TB) and SLT Wellbeing Lead Ongoing	2	3	3	

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		<ul style="list-style-type: none"> NS/NC bring any support requests to weekly LA ISEY Panel 						
4. Content and timing of communications to parents and pupils including discussing attendance expectations and other specific things that parents should do to help prepare returning pupils								
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	Pupils, parents and carers Teaching, non-teaching staff, children, cleaners, cooks, visitors, contractors Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. A COVID-19 section on the school website is created and updated clearly showing arrangements for arriving/collecting pupils Parent and pupil handbooks created reflecting changes to usual school policy Advice is made available to parents on testing for COVID-19 	<ul style="list-style-type: none"> Continue to maintain good channels of communication and levels of contact with all stake holders Website Updated with relevant information for collection, drop off and other arrangements 	HT (TB) and SLT Ongoing Website Updated as soon as risk assessment and parent letter approved	3	4	10	

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Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	<p>Pupils, parents and carers</p> <p>Teaching, non-teaching staff, children, cleaners, cooks, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website and verbally. Community languages are considered. Clear procedures in place where a child falls ill whilst at school with reference to the school's infectious diseases policy Ensure contact details of families are up to date. 	<ul style="list-style-type: none"> Continue to maintain good channels of communication and levels of contact with all stake holders Website Updated with relevant information for collection, drop off and other arrangements 	<p>HT (TB) and SLT</p> <p>Ongoing</p> <p>Website Updated as soon as risk assessment and parent letter approved</p>	2	3	7	
Communications with parents/carers about expectations that must be followed to support pupils and keep the school community	<p>Pupils, parents and carers</p> <p>Teaching, non-teaching staff, children, cleaners, cooks, visitors, contractors</p>	<ul style="list-style-type: none"> Request daily changes of clothes where possible to reduce the risk of infection Refer to school's hygiene policies Clarity around attendance expectations; in particular when COVID-19 is a risk factor within the family 	<ul style="list-style-type: none"> Continue to maintain good channels of communication and levels of contact with all stake holders Website Updated with relevant information for collection, drop off and other arrangements 	<p>HT (TB) and SLT</p> <p>Ongoing</p> <p>Website Updated as</p>	2	4	8	

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					L	S	R	
safe are not clear or in place	Illness – flu like symptoms through to fatality.			soon as risk assessment and parent letter approved				
5. The school day This section should be considered in conjunction with https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings								
New way of working (including working from home) leading to feeling a lack of supervision, interaction, support and social isolation.	Teaching, non-teaching staff, pupils. Anxiety, depression, stress, poor mental health & wellbeing	<ul style="list-style-type: none"> Keep in touch (KIT) meetings regularly organised to ensure staff are supported. Managers to ensure employees are aware of the following advice: Ensure that all adults have regular breaks and are encouraged to pay regard to their work/life balance. Changes in new school protocols explained to children and individual support made available when/if needed. 	<ul style="list-style-type: none"> Refer to Stress Risk Assessment for more information. Use of Microsoft teams to conduct meetings/briefings WhatsApp/emails used for regular communication 	HT (TB) and SLT Ongoing	3	4	10	

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					L	S	R	
		<ul style="list-style-type: none"> • Arrangements in place for employees to access a confidential counselling service. • Schools stress risk assessment has been reviewed regularly throughout the pandemic. 						
<p>The start and end of the school day create risks of breaching social distancing guidelines</p>	<p>Pupils, parents and carers</p> <p>Teaching, non-teaching staff, children, cleaners, cooks, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> • Start and departure times are staggered. • The number of entrances and exits to be used is maximised. • Different entrances/exits are identified and used for different groups. • Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. • Floor markings are visible where it is necessary to manage any queuing. 	<ul style="list-style-type: none"> • SLT (TB & CH) to monitor both entrances to school and playgrounds at start and end of school day 	<p>HT (TB) and SLT</p> <p>01.06.20</p>	2	4	8	

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		<ul style="list-style-type: none"> Attendance patterns have been optimised to ensure maximum safety. A plan is in place for the effective and safe hand over of very young children at the beginning and end of the session - particularly around issues of responding to young children who are showing signs of distress. 						
Daily attendance registers for new cohorts are not in place and DfE online educational setting status form to provide daily updates on how many children and staff are in school is not completed	<p>All pupils</p> <p>Lack of knowledge of attendance for vulnerable children in particular</p>	<ul style="list-style-type: none"> Systems in place to ensure registers are taken All staff understand responsibility in taking daily register and who is responsible Report to responsible body 	<ul style="list-style-type: none"> Ensure any new systems in place by 1st June 	<p>Office Manager (TD)</p> <p>HT (TB) and SLT</p> <p>01.06.20</p>	2	4	8	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
6. Provision for school meals and FSM								
Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school	PP Children Lack of funding for food	<ul style="list-style-type: none"> • FSM Voucher scheme is continued • A member of the school's administrative team is tasked with ensuring that pupils eligible receive free meals when in school and continue to receive vouchers/school meals when not in school. Seek support from LA for clarification on circumstances where there is inevitable cross-over • Issues with food poverty to be addressed through application to Early Help Hubs • FSM vouchers are given to families who are not in attendance and are eligible. 	<ul style="list-style-type: none"> • Cck to continue to monitor and coordinate centrally at OLSH 	Cck	2	2	3	
The school is unable to provide	Families who access wrap-around care	<ul style="list-style-type: none"> • Decision made to not provide wrap around care due to mixing of bubbles 	None	N/A	2	1	2	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
breakfast clubs, lunch clubs and after-school clubs		<ul style="list-style-type: none"> • https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings • Communicate decisions to parents • Collaborate with other schools where there are arrangements in place 						
Meals are not available for all children in school	All pupils Lack of adequate food in school	<ul style="list-style-type: none"> • Communication with catering provider to consider options based upon numbers of pupils in school • Procurement plan in place which confirms that suppliers are following social distancing and hygiene measures. • Safe food preparation space, taking account of social distancing • Alternative arrangements in place for provision of school meals • Usual considerations in place for dietary requirements 	None	N/A	2	1	2	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
7.Safeguarding provision is needed in school to support returning children and consider any necessary changes and referrals as more children return to school including those with problems accessing online offer								
School safeguarding policy and procedures are not in place, including updated appendix to include arrangements for COVID-19	Whole school community	<ul style="list-style-type: none"> Safeguarding remains highest priority and policy is updated to reflect changes All staff are briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school All DSLs have swift access to advice from LA, CSC, school / health visitors and police (LA has provided contact details) School to consider any changes to day to day health and safety policies including changes to evacuation arrangements depending on the use of classrooms, entry and exit points and Critical Incident and Lockdown procedures, factoring in social distancing requirements Expectations to be shared with pupils in the event of the need 	<ul style="list-style-type: none"> Meetings with ESB to discuss any need for changes and Updates Regular contact with Lisa Harvey and Sandwell Children's Services 	TB Ongoing	2	3	6	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		to evacuate the building in an emergency						
High risk of increased disclosures from returning pupils	Whole school community	<ul style="list-style-type: none"> DSL capacity is factored into staffing arrangements to ensure enough staff are available to deal with the potential increase in disclosures from pupils Contact is maintained with families where there are vulnerable pupils that are not attending school due to parent/carer decision Multi-agency arrangements in place to support early help School is aware of support through Early Help Hubs 	<ul style="list-style-type: none"> Regular updates with staff Safeguarding refresher meeting on 01.06.2020 	TB and SLT Ongoing	2	3	6	
Insufficient staff confidence or awareness of mental health, pastoral support, wider wellbeing support for	Pupils, parents and carers Teaching, non-teaching staff, cleaners, cooks,	<ul style="list-style-type: none"> Staff have access to a range of support services and feel well prepared to support pupils with issues that are impacting on their health and wellbeing. This is differentiated for pupils attending school and those still at home. Staff are aware of how to access support for issues such as anxiety, mental health, 	<ul style="list-style-type: none"> Regular updates with staff Sandwell Healthy Minds Covid Curriculum shared with staff for use in bubbles during PSHE/SEAL sessions 	TB and SLT Ongoing	2	3	7	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
pupils returning to school		behaviour, young carers, behaviour in addition to safeguarding in general.						
8.Behaviour policies reflect the new rules and routines necessary to reduce risk in your setting								
Pupils' behaviour on return to school does not comply with social distancing guidance	<p>Pupils, Teaching, non-teaching staff, children, cleaners, cooks, visitors, contractors</p> <p>Disruptive behaviour and potential aggression/violence</p>	<ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games. • Arrangements for social distancing of younger school children have been agreed and staff are clear on expectations in line with DfE advice • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided and group sizes comply with DfE guidance. • Break times and lunch times are structured to support social 	<ul style="list-style-type: none"> • Revise Behaviour management policy and communicate expectations with staff 	<p>TB and SLT</p> <p>WB 1st June</p>	3	4	10	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>distancing and are closely supervised.</p> <ul style="list-style-type: none"> • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. 						

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
9. Identify curriculum priorities, agree revised expectations and required adjustments in practical lessons including any approaches to 'catch up' support								
Pupils may have fallen behind in their learning during school closures and achievement gaps will have widened	All children Lack of learning and gaps that may have developed	<ul style="list-style-type: none"> Gaps in learning are assessed and addressed in teachers' planning. Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified. Plans for intervention are in place for those pupils who have fallen behind in their learning and are supported through home learning Consider the response to young children who have fallen behind in their self care skills 	<ul style="list-style-type: none"> Staff to assess children where possible and introduce catch up curriculum 	All staff ongoing	3	1	3	
School unable to meet full provision required in line with EHCP	Vulnerable children with EHCP Needs stipulated in EHCP not met at home or in school	<ul style="list-style-type: none"> Review individual pupil's EHCP to consider what can reasonably be provided whilst in school Where EHCPs have been adapted to make allowances for the restrictions of COVID-19, these plans are reviewed to include the interim arrangements under the recovery plan Access support through health and social care offer 	<ul style="list-style-type: none"> TB and KG to continue to monitor 	TB/KG Ongoing	2	1	2	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> Support offered through LA SEND Panel/ Early Years Inclusion Support Service 						
Operational needs of school create insufficient resource to support ongoing learning offer for eligible pupils who can't attend school, as well as those that continue to be out of school	<p>All children</p> <p>Unsupported in learning</p>	<ul style="list-style-type: none"> Access Online Learning Hub for online resources Review online offer for pupils that are unable to attend school Learning offer for pupils unable to access online resources Access Early Help Hub support for those pupils affected by ICT poverty Differentiate offer for eligible children that can't attend school to support future transition Staff understand responsibility in providing Online Learning for all pupils not in school. 	<ul style="list-style-type: none"> All staff to continue to provide resources NW to monitor work and coordinate Online Hub during enforced shielding 	Ongoing	2	1	2	
No current plans on how to approach ongoing learning offer for vulnerable children and children of critical workers who	<p>All children</p> <p>Unsupported in learning</p> <p>Lack of learning and gaps that may have developed</p>	<ul style="list-style-type: none"> Review numbers of children attending school who are not in the returning year groups Engagement of appropriate services for families not engaging Identify staff resource to manage curriculum offer Set out short/medium term offer for this group of children 	<ul style="list-style-type: none"> All staff to continue to provide resources TB to monitor provision in school 	<p>TB and SLT</p> <p>Ongoing</p>	2	1	2	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
are in school but not in the returning year groups		<ul style="list-style-type: none"> • Planning scheduled for longer term offer • Curriculum leads in school meet regularly to review impact of plan • Creation of timetable so children can complete online work 						
Pupils moving on to the next phase in their education are ill-prepared for transition	<p>Year 6 and new reception cohort</p> <p>Poor transition leading to struggles in Rec/Yr 7</p>	<ul style="list-style-type: none"> • A plan is in place for staff to speak with pupils and their parents about the next stage in their education and resolve any issues. • There is regular and effective liaison with the destination institutions • Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. • Virtual tours of the school are available for parents and pupils. • Online induction days for pupils and parents are planned. 	<ul style="list-style-type: none"> • KV to create virtual tour of school and provide further communication. • TD and TB to provide further assistance on preparation for new admissions • TB/CH and RH to continue to liaise with Secondary Yr7 Transition leads 	<p>TB and SLT</p> <p>Ongoing in summer term 2</p>	3	1	2	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
10. Content and timing of staff communications including bringing in staff in advance of pupils returning								
Staffing levels can't be maintained	All staff	<ul style="list-style-type: none"> Only the staff required to be in school are in school, to maintain safeguarding and ratios Contingency planning in place at appropriate levels, e.g. SLT, DSLs, first aid qualified staff Advice sought from LA to support staffing levels or support eligible children to access provision through another school Chair of responsible body kept informed throughout 	<ul style="list-style-type: none"> In cases of outbreaks of Covid-19 staffing will be reviewed and potential changes made to provision – children in Yr 6 no longer invited in if staffing does not allow 	TB As appropriate	2	1	2	
Identify staff unable to return to school	All staff	<ul style="list-style-type: none"> Identify staff clinically vulnerable or living with someone who is clinically extremely vulnerable, unable to attend school and social distancing cannot be adhered to on site, but can work effectively from home, for example supporting remote education, or safeguarding calls Identify specific activities for staff who are vulnerable/shielded Create risk assessment for identified staff Staff survey completed 	<ul style="list-style-type: none"> Monitor staff surveys Complete risk assessments for individuals with needs or shielding 	TB Before identified staff return to work	2	4	8	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Staff are insufficiently briefed on expectations	All staff	<ul style="list-style-type: none"> • Staff receive daily/weekly briefings on day to day school matters and evolving working arrangements around pupils returning to school • Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders • Flexible working arrangements needed to support any changes to usual working patterns are agreed • Staff workload expectations are clearly communicated • Schedule what staff training is needed to implement any changes that the school plans to make, either delivered remotely or in school 	<ul style="list-style-type: none"> • TB to complete rota/bubbles with CH • TB weekly staff meeting through MS teams or socially distanced in school hall 	TB and SLT by 1 st June	1	2	2	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
11. Protective measures and hygiene This section should be considered in conjunction with https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings								
Unable to meet social distancing rules and the virus is transmitted from person to person	Pupils, parents and carers. Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> School drop-off/collection times are staggered to minimise numbers. Drop-off/collection zones have been clearly marked with tape/paint to encourage social distancing. Separate entrance and exit routes are in place. Smaller class sizes, re-arranged furniture (preferably not face to face seating arrangements) and clear markings/signage to allow for "social distancing" space between pupils and adults during lessons wherever possible. Break and lunch times are staggered and supervised to minimise numbers and allow for social distancing. 	<ul style="list-style-type: none"> When weather allows, lessons will be conducted outside of the classroom. Message sent to parents prior to school opening that outlines the new regime (e.g. maximum 1 adult per child) and importance of them sticking to the protocols. 	Teaching staff – daily HT – prior to 1 st June	3	4	12	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> • One-way system in place where possible in and around the school to minimise close contact between adults and pupils. • Foot marks and/or tape has been used in key areas of the school (e.g. dining hall) to show “social distancing” lengths and no access areas. • Playground has been marked to encourage social distancing. • Parents/carers can only visit the school by appointment. • Regulate access to areas where it is difficult to maintain social distancing (Toilets, stairwells, storage rooms etc) limit to 1-person access at a time for example • Communicate new ways of working to all staff, through posters, briefings etc. 						

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
<p>Lack of hand and respiratory hygiene practices and/or facilities</p>	<p>Pupils, parents and carers.</p> <p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> All staff and pupils made aware of the “catch it, bin it, kill it” protocol via signage posters around the school. All toilets and handwashing stations have liquid soap available. Additional hand hygiene stations with alcohol-based hand rub (ABHR) available at all entry points and other key areas around the school. Use of <u>e-bug</u> learning resources to promote and teach pupils the importance of good hygiene practices. Reception desk/area has glass screen/barrier. Enhanced/regular cleaning schedule in place that concentrates on common touch areas (e.g. door handles, bannisters, etc) 	<ul style="list-style-type: none"> Daily briefings in class to remind pupils of the importance of good hygiene practices. Regular checks made to ensure there is sufficient stock of soap. Regular checks made to ensure there is sufficient ABHR each day. Windows to be opened each morning in classrooms to allow for a free flow of fresh air. Refer to Government guidance on <u>Health protection in schools and other childcare facilities</u> for further information. 	<p>HT – Daily</p> <p>Caretaker / Site Manager</p>	2	4	8	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> • Supply of detergent and/or antibacterial wipes available for adults and pupils to clean any areas/equipment they occupy/use before and after each use. • Provide wipes for cleaning shared equipment after each use (printers, staff room equipment - kettles, toasters etc) • Any contaminated waste (used tissues etc) is disposed of appropriately (double bagged and held for 72 hours prior to putting in the bin) and regularly taken away. • Staff provided with daily checklist – monitored by SLT • Any persons entering the building to immediately wash hands – taken into account with drop off times. 						

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Inability to maintain social distancing when dealing with accidents	<p>Pupils, parents and carers.</p> <p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> • Safety of the injured/affected to be prioritised during incidents • 2m social distancing is not required when attending to emergency situations • People aiding others during an emergency should pay particular attention to sanitation immediately after the situation (washing hands). • Use of full PPE non negotiable when dealing with any first aid. 	<ul style="list-style-type: none"> • All staff briefed as to location of first aid resources and protocol for dealing with accidents dependent on age of child involved and severity of accident. 	HT (TB) on 1st June	2	4	8	
Administering general first aid for head bumps, grazes etc	<p>Pupils, parents and carers.</p> <p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> • Child to administer own first aid dependant on age of child and severity of injury. e.g Grazed knee and Year 6 child – Staff member provides wipe to child who wipes own knee and disposes of wipe in yellow waste bin. • People aiding others during an emergency should pay particular attention to 	<ul style="list-style-type: none"> • Parent informed of new system for notification of minor injuries – text message alert 	T.B (Principal) in letter to parents	2	4	8	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>sanitation immediately after the situation (washing hands).</p> <ul style="list-style-type: none"> • PPE (gloves and masks) available if severity of injury necessitates this. • Parents informed by text message of any injuries rather than using paper incident forms. 						
<p>Staff rooms and offices do not allow for observation of social distancing guidelines</p>	<p>Pupils, parents and carers.</p> <p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> • 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 have been briefed on the use of these rooms. 	<ul style="list-style-type: none"> • Signage to be placed in staff room and common areas e.g. front office 	<p>DHT (CH) – 1st June</p>	2	4	8	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Queues for toilets and handwashing risk non-compliance with social distancing measures	<p>Pupils, parents and carers.</p> <p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> • Queuing zones for toilets and hand washing have been established and are monitored. • Floor markings are in place to promote social distancing. • Pupils and staff 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 to take account for the number of pupils accessing the facilities. • 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. Handwashing is incorporated into the daily timetable. • Provision of hand gel is made available where there are no handwashing facilities, e.g. reception areas and entry and exit points. 	<ul style="list-style-type: none"> • CH/DT to create queuing zones for toilets 	D.T 1 st June	2	3	7	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
12.Enhanced cleaning and how it will be implemented in your school for example how often, when/if additional clean is necessary and how you will ensure sufficiency of supplies								
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces and touch points are not undertaken to the standards required	<p>Pupils, parents and carers.</p> <p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> • A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. • Working hours for cleaning staff are increased in agreement with staff. • Seek LA support to manage insufficient capacity 	<ul style="list-style-type: none"> • Revised cleaning Rota established • Hours of cleaning staff adapted to ensure thrice daily full clean of toilets etc 	<p>DT</p> <p>Before 1st June</p>	2	4	8	
Procedures are not in place for Covid-19 clean following a suspected or confirmed case at school	<p>Pupils, parents and carers.</p> <p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> • Plans are in place to identify and clean all areas with which the symptomatic person has been in contact • Sufficient and suitable equipment is available for the required clean • Adequate waste disposal arrangements are in place to dispose of contaminated equipment 	None	<p>D.T</p> <p>Should a case arrive</p>	2	4	8	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> Alternative arrangements are in place for vulnerable pupils and key worker families in case the school needs to close for a Covid-19 clean Seek LA support 						
13. Enhanced hygiene for example toilet use, hand washing and decide on policy related to usually shared items e.g. books, toys practical equipment								
Inadequate supplies of soap and hand sanitiser mean that regular hand washing routines cannot be established	<p>Pupils, parents and carers.</p> <p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. Appropriate measures to supervise effective hand washing of young children are in place Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day Posters reinforce the need to wash hands regularly and frequently. 	<ul style="list-style-type: none"> D.T to monitor All staff to have morning checklists to check classroom supplies 	Ongoing	2	4	8	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
<p>Inadequate supplies and resources mean that shared items are not cleaned after each use</p>	<p>Pupils, parents and carers.</p> <p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> • Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff • Prevent the sharing of stationery and other equipment where possible. • Shared materials and surfaces cleaned and disinfected more frequently • Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts • Roles and responsibilities identified for each area with cleaning resources, e.g. each class is allocated their own cleaning products • The governing board finance committee is aware of any additional financial commitments 	<ul style="list-style-type: none"> • All staff to monitor • TB to inform staff of responsibilities • Individual resource packs made for each child returning to school from 1st June 	<p>Ongoing</p> <p>All staff</p> <p>By 1st June and ongoing</p>	2	4	8	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
14. School level response should someone fall ill on site in line with govt guidance								
<p>Child, young person or other learner becomes unwell with symptoms of coronavirus and requires personal care.</p>	<p>Pupils, parents and carers.</p> <p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> PPE is only needed in a very small number of cases including: if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if 2 meters cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, 	<ul style="list-style-type: none"> Isolation room cleared of unnecessary resources and equipment. PPE for dealing with illness located and stored in this room (DHT office) 	HT (TB) and Site manager (DT) by 1 st June	3	4	9	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		spitting, or vomiting, then eye protection in the form of a full face shield should also be worn						
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 or should there be a confirmed case of COVID-19 in the school	<p>Pupils, parents and carers.</p> <p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> • 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. • Staff caring for young children are vigilant for symptoms of COVID-19 and signs of illness that may be associated to it as per government advice. • This guidance has been explained to staff and pupils as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	<ul style="list-style-type: none"> • Continue to brief all stakeholders on a regular basis 	<p>TB and SLT</p> <p>Ongoing</p>	2	4	8	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
15. Plan for personal protective equipment for staff providing intimate care for any children and young people and for cases where a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home								
Provision of PPE for staff where required is not in line with government guidelines	<p>Pupils, parents and carers.</p> <p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> • Government guidance on wearing PPE is understood, communicated • Sufficient PPE has been procured through normal stockist • PPE requirements have been risk assessed against scenarios produced by Public Health • Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and how to dispose of them safely. • Staff are reminded that wearing of gloves is not a substitute for good handwashing. • Seek LA support for emergency PPE stock 	<ul style="list-style-type: none"> • CCK to update on availability of PPE before 1st June • Instruct staff on how to wear PPE – briefing on 1st June 	<p>CCK by 1st June</p> <p>TB and SLT Ongoing</p>	2	4	8	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
<p>PPE provision is not in place for staff providing intimate care and for cases where a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home</p>	<p>Pupils, parents and carers.</p> <p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> Requirements for PPE have been assessed in line with DfE guidelines Sufficient stock has been ordered using school's usual suppliers Arrangements to seek LA support to obtain PPE in case of an emergency are known and in place Health and safety governors are satisfied that arrangements are in place and in line with DfE guidelines 	<ul style="list-style-type: none"> CCK to update on availability of PPE before 1st June 	<p>CCK by 1st June</p> <p>TB and SLT Ongoing</p>	2	4	8	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
16.Managing premises related issues								
Utilities, plant & equipment has not been inspected / serviced within the recommended timescales	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Legionella, electrocution, CO ² exposure, burns, cuts, bruises, broken bones etc	<ul style="list-style-type: none"> School has a scheme of works whereby competent contractors are engaged to carry out statutory testing/inspection of all plant and equipment. Pre-use visual checks are carried out by the user on all equipment. All little used outlets of water have been regularly/will be flushed prior to school reopening. Any plant/equipment that has been “mothballed” during the lockdown, will be/has been inspected/checked by a competent person before coming back into use, and before reopening the school. 	<ul style="list-style-type: none"> Where extensions/exemptions have been granted by the HSE, a specific risk assessment for continued use of the plant/equipment has been completed. Any defects or faults are reported, and equipment taken out of use. <p>Refer to and <u>School Premise Policy Logbook</u> for further guidance.</p>	Site Manager – DT By 29/05/20	2	4	8	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
<p>Lack of persons in safety critical roles (e.g. first aiders, fire marshals, etc) due to self-isolation and/or shielding.</p>	<p>Pupils, parents and carers.</p> <p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> • Fire risk assessment kept under constant review. • First aid needs assessment regularly reviewed. • Number of pupils and adults on site will not exceed the number of persons required to carry out safety critical roles as per the relevant assessments. 	<ul style="list-style-type: none"> • Fire drill practiced first week back to ensure school can be evacuated safely (considering social distancing at assembly point) with new working arrangements. • If numbers of those in safety critical roles falls below that required by the assessments, then overall school numbers will be decreased for the time they are off/until substitutes can be trained. • Meet with DT, CH and KV to review procedures and responsibilities in relation to fire exit and assembly points <p>Refer to Fire Safety Policy & First Aid Policy for further guidance</p>	<p>HT – 1st week of June.</p> <p>SLT – as and when need arises</p> <p>1st June</p>	1	5	5	
<p>There is no agreed approach to any scheduled or ongoing</p>	<p>Whole school community</p>	<ul style="list-style-type: none"> • Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by 	<ul style="list-style-type: none"> • All necessary checks completed by 29/05/2020 and signed off with Site Manager 	<p>DT by 1st June</p>	2	4	8	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
<p>building works therefore contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</p>		<p>the government and so are set to continue.</p> <ul style="list-style-type: none"> • 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 always maintained. • Where possible, temperature checks are carried out on arrival and before entering the school building. • 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. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. 	<ul style="list-style-type: none"> • No unessential building works scheduled or commissioned for foreseeable future 					

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> 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). Premises governing board committee is aware of planned works and associated risk assessments 						
Fire procedures are not appropriate to cover new arrangements	Pupils, parents and carers. Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Illness or injury through to fatality.	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Reduced numbers of pupils/staff Possible absence of fire marshals Social distancing rules during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing where possible 	<ul style="list-style-type: none"> TB and DT to review and update procedures regarding Fire exits and assembly points to ensure social distancing wherever possible 	TB and DT 1 st June	2	5	10	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
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		<ul style="list-style-type: none"> Staff, pupils and governors have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. Fire drill arranged in line with Covid plan. 						
Fire evacuation drills - unable to apply social distancing effectively	<p>Pupils, parents and carers.</p> <p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness or injury through to fatality.</p>	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place and are in line with social distancing measures. 	TB and DT to review and update procedures regarding Fire exits and assembly points to ensure social distancing wherever possible	1 st June	2	5	10	
Statutory compliance has not been completed due to the availability of contractors during lockdown	<p>Pupils, parents and carers.</p> <p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p>	<ul style="list-style-type: none"> 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. LA support is in place 	DT and CCK to check all compliance	<p>DT</p> <p>By 1st June</p>	2	3	3	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
	Illness or injury through to fatality.							
The costs of additional measures and enhanced services to address COVID-19 when reopening puts the school in financial difficulty	Whole school community	<ul style="list-style-type: none"> • Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. • Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. • Additional sources of income are under exploration. • The school's projected financial position has been shared with MAC 	CCK and Finance Team to monitor	Central team and HT Ongoing	2	2	2	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
17.Ensure you have considered the impact on staff and pupils with protected characteristics including race and disability in developing your approach								
Measures have not been put in place to protect staff and pupils with underlying health issues, BAME staff, and those who are shielding	Specific members of school community Illness or injury through to fatality.	<ul style="list-style-type: none"> All members of staff and parents of pupils with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Members of staff and parents of pupils with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff and parents of pupils are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance. 	TB and CH to complete staff risk assessments TB to chase shielding letters for those who are clinically vulnerable Adapted timetables and duties in place for BAME employees where appropriate	TB By 1 st June	2	4	8	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> • Current government guidance is being applied. • Additional guidance is sought from Public Health England regarding BAME staff 						
Staff, particularly those from BAME heritage, are reluctant to attend school due to the media coverage on deaths related to coronavirus.	<p>Specific members of school community</p> <p>Illness or injury through to fatality.</p>	<ul style="list-style-type: none"> • 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. 	Continual staff briefing and regular welfare checks from HT	TB (HT) Ongoing	2	4	8	
Parents, particularly those from BAME heritage, are reluctant to send their children to school due to the media	<p>Specific members of school community</p> <p>Illness or injury through to fatality.</p>	<ul style="list-style-type: none"> • There are sufficient numbers of trained staff available to support pupils and parents with these anxieties. • There is access to designated staff for all pupils and parents who wish to talk to someone about their wellbeing and anxieties about attending school 	None	N/A	2	4	8	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
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coverage on deaths linked to coronavirus		<ul style="list-style-type: none"> School arrangements demonstrating social distancing measures are shared with parents and pupils Resources/websites to support parent and pupil anxiety are provided. 						
Parents do not follow advice on social distancing when visiting the school	<p>Pupils, parents and carers.</p> <p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> Visitors (including parents/carers) to the school may be restricted to one area, or to an allocated appointment time Arrangements for visiting the school are communicated to parents/carers Expectations around hygiene and social distancing are communicated with parents/carers 	<p>Letter to be sent out to all returning families as to new expectations</p> <p>TB and CH to monitor and enforce expectations in morning and afternoon at collection and drop off periods</p>	<p>TB and CH</p> <p>Ongoing</p>	3	4	12	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
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18. Work with other school-based provision as necessary e.g. nursery SEN unit to ensure policies are aligned where they need to be								
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	<p>Pupils, parents and carers.</p> <p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<p>Arrangements are in place to review the policies in line with further DfE guidance on Early Years, SEN resource base, post 16 etc.</p>	<p>N/A at present</p> <p>Reviewed as Summer Term progresses and Pre-School provision opens in September</p>	<p>TB, CH, CC KV</p> <p>Ongoing through summer term</p>	2	5	10	
Risks are not comprehensively assessed in every area of the school, including nursery and resource base if applicable, in light of COVID-19,		<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Different areas of the school including any Early Years and Resource Base provision When pupils enter and leave school During movement around school 	<p>TB, DT and CH to meet in first week back (WB 1st June) to risk assess each area</p>	<p>TB, CH, DT KV</p> <p>Ongoing through summer term</p>	2	5	10	

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		<ul style="list-style-type: none"> ○ During break and lunch times ○ Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used 						

Assessment reviewed [Date]:	Reviewed by [Name]:	Comments:
20/05/2020	Thomas Boodell	First Draft Completed
23/05/2020	Thomas Boodell	Updated and reviewed
01/06/2020	Academy Board	Approved