The Ridge Primary School

Generic Risk Assessment conducted by: **Dudley MBC**

Amended for The Ridge by: **Mrs. D. Hudson**	Job title: **Head Teacher**	Covered by this assessment: **Pupils, Staff, Parents, Visitors**
Date of original assessment: **28/08/2020** Latest Review **Date- 25/03/2021**	Initially Approved by Governors: **01/09/2020**	Date of next review: **04/05/2021**

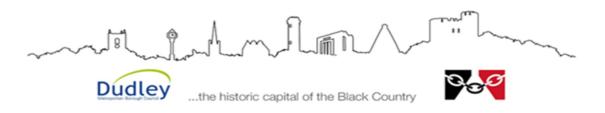1

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The sole purpose of this risk assessment is to support schools in preparing for all pupils, in all year groups, to return to school full-time from the beginning of the autumn term **while reducing the risk of coronavirus transmission**. The risk assessment has been written in collaboration with a number of local authorities.

- For the purpose of this risk assessment, the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).
Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment (this must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school**.
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference, https://www.gov.uk/government/latest?departments%5B%5D=department-for-education, including the documents below, issued on the 11 May 2020:
    - Coronavirus (COVID-19): guidance for schools and other educational settings
    - Details on phased wider opening of schools, colleges and nurseries
    - Coronavirus (COVID-19): implementing protective measures in education and childcare settings
    - Actions for educational and childcare settings to prepare for wider opening from 1 June 2020
    - What parents and carers need to know about schools and other education settings during the coronavirus outbreak
    - Opening schools for more children and young people: initial planning framework for schools in England (updated 12 May)

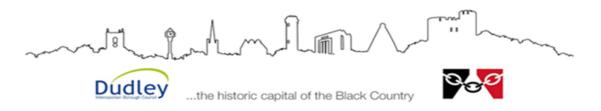| Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context. Add <additional information>
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.

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Completion Date:	The date by which required plans for controls will be in place. To support planning, identify which controls need to be in place **before pupils return to the setting.** Individual schools can then personalise to their own setting.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk	Medium	To ensure that all relevant guidance is followed and communicated: • The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly • Information on the school website is updated. • Staff updated by email or through meeting (virtually or socially distanced) • Pupils updated via verbal message from staff • Parents and Carers updated via email/text/website update as necessary • Any change in information to be shared with Chair of Governors As a result, the school has the most recent information from the government, and this is distributed throughout the school community.	**Low**	**Low**	**DAH/VD**	**Weekly updates or more frequent as required**	

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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Poor communication with parents and other stakeholders	Medium	• All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems • Headteacher to share risk assessment with all staff • Parents notified of risk assessment plan and shared with parents via website. • Staff to complete on line survey to show that they have read, understood and agreed to adhere to the risk assessment. As a result, all pupils and all staff working with pupils are adhering to current advice.	Low	Low	DAH	01.09.20 03.09.20	

Lack of awareness of policies and procedures	Medium	• School leaders will ensure that all policies impacted on by coronavirus controls are updated
		• All staff and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following:
		  - Health and Safety Policy
		  - Infection Control Policy
		  - First Aid Policy
		  - Intimate Care Policy
		  - Behaviour and School Discipline Policy
		  - Staff absence reporting procedures
		• Staff will share the policies in an age appropriate way with pupils.
			Low	Low	DAH
					
					DAH
					
					VD
					
					Staff
						01.09.20
						
						01.09.20
						
						01.09.20
						
						04.09.20	

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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• All staff have regard to all relevant guidance and legislation including, but not limited to, the following: - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • Staff are made aware of the school's infection control procedures in relation to coronavirus via email • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/information on school website/ poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus • Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of their first			**DAH** **DAH** **DAH** **DAH** **Staff**	**1.09.20** **1.09.20** **1.09.20** **1.09.20** **04.09.20 Ongoing**	

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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		day in school. Care should be taken to do this for every pupil even if they do not attend on the first day. All are informed that they must tell a member of staff if they begin to feel unwell. • Verbal and/or electronic briefing issued to staff as required. As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.			VD Staff	01.09.20 04.01.21	
Poor hygiene practice in school - **general**	Medium	• Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school) • Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds • Teachers to reiterate key messages in class-time (when directed) to pupils to: - Cover coughs and sneezes with a tissue, - To throw all tissues in a bin - To avoid touching eyes, nose and mouth with unwashed hands. • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school	Low	Low	VD Staff Staff VD/LR	1.09.20 04.09.20 04.09.20 101.09.20	

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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		reception area, dining hall, classrooms and other key locations for staff, pupils and visitors • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all classrooms, toilets and kitchen areas • Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas. Handwashing to be done in classroom rather than toilet areas to ensure adequate supervision. Where toilet doors are closed, pupils who have washed their hands, wash for a second time in the classroom. • Pupils and staff do not share cutlery, cups or food. • Staff to provide their own cup and utensils • All utensils are thoroughly cleaned before and after use • Additional cleaning is done during the day by cleaners employed by the school, by the Site Manager and by Classroom based staff. Door handles, doors, bannisters, toilets are cleaned during the day by the end of morning school and after school. Paper/hand towels are refilled regularly (twice daily).			**Staff** **LR** **Staff** **Staff** **Staff** **VD/LR**	**01.09.20** **01.09.20** **04.09.20** **01.0920** **01.09.20** **01.09.20**	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.					
Poor hygiene practice – **specific – school entrance**	Medium	• Clear signage in place regarding social distancing • Glass screens and office door to be kept closed when dealing with parents/visitors/contractors • All visitors to sanitise hands before completing signing in • Areas touched to be wiped down • Discourage parents from entering the school building • Rearrange furniture in reception area to facilitate social distancing. • If possible, arrange for a separate staff entrance to the workplace – stagger start times for staff where possible. • All staff to wash hands/sanitise on arrival As a result, reception staff are protected.	**Low**	**Low**	**VD** **VD** **VD** **VD/LR** **DAH/VD** **LR** **Staff** **Staff**	**01.09.20**	
Poor hygiene practice – **specific – office spaces.**	Medium	• Start and end times for administrative staff are staggered to support social distancing • Tissues/hand sanitiser to be available in office locations • Staff to wash hands/sanisise on arrival at school • Each individual is responsible for wiping down their own work area before and after use.	**Low**	**Low**	**VD** **VD/LR** **Staff** **Staff**	**01.09.20**	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• Office glass door and window to remain closed. • Staff to avoid going in to the main school office wherever possible. Box of keys to be available from the front desk. As a result, office practice in office spaces limits the risk of the spread of any infection.			**Office Staff Staff**	**04/01/21**	
Poor hygiene practice – **specific - spread of potential infection at the start of the school day.**	High	In line with government advice: • Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus • Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up • Inform each year group and their parents of their allocated times for the beginning and end of their school day. (See Appendix 1 – Organisation Chart) • Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival . (See Appendix 1 – Organisation Chart) • Ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.	**Low**	**Medium**	**DAH** **DAH** **DAH** **DAH** **Staff**	**01.09.20** **01.09.20** **07.20** **1.09.20** **04.09.20**	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• Soap and water is the best approach to this and schools should endeavor to ensure there are enough hand washing facilities available. The correct hand washing routine should be followed.			VD	01.09.20	
		• Hand sanitiser 'stations' are an alternative and sufficient of these should be available so that all pupils and staff can clean their hands regularly between washings.			Staff	04.09.20	
		• Ensure supervision of hand sanitiser use given risks around ingestion.					
		• Small children and pupils with complex needs should continue to be helped to clean their hands properly.			Staff	04.09.20	
		• Pupils to be supervised in accessing hand-washing facilities on arrival.			Staff	04.09.20	
		• All staff to wash hands/sanitise on arrival in school			Staff	01.09.20	
		• Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day			DAH	01.09.20	
		• Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport			DAH	01.09.20	
		• Issue information to pupils in relation to restrictions on their movement around the site			Staff	04.09.20	
					VD/LR	01.09.20	

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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. As a result, the risk of infection is reduced as pupils and staff arrive at school.					
Poor hygiene practice – specific – toilet/changing facilities.	Medium	• Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron • All changing surfaces to be cleaned before and after each use • Nappies/soiled items to be disposed of in yellow bags • Staff to follow intimate care procedures (see policy) • Any soiled clothes are put into a plastic bag (double bagged) and sent home. • After use of the staff toilet, the seat to be wiped with antibacterial wipe As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.	Low	Low	**Staff** **Staff** **Staff** **Staff** **Staff** **Staff**	**04.09.20**	
Poor hygiene practice – specific - end of the school day.	High	• Issue information to parents about departure procedures, including safe pick-up	Low	Medium	**DAH** **DAH**	**01.09.20**	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• Inform parents of staggered collection times for the end of their school day. (See Appendix 1 – Organisation Chart) • Inform parents of the allocated exit points and pick up points . (See Appendix 1 – Organisation Chart) • Make it clear to parents and pupils that they cannot congregate at the front of school/in the playground prior to the end of the school day. If waiting to collect pupils, parents are to remain in cars and park safely • Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport and potential road closures. As a result, the risk of infection is reduced as pupils and staff leave school.			**DAH** **DAH** **DAH**		
Ill health in school.	High	• Staff are informed of the symptoms of possible coronavirus infection, i.e. a cough, difficulty in breathing and high temperature, change to sense of taste or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus	**Medium**	**Low**	**DAH** **DAH**	**1.09.20**	

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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• Staff are aware of the symptoms of Kawaski Disease, i.e. high temperature, rash, swollen glands in neck, dry, cracked lips, red fingers or toes, red eyes. • Parents informed of additional symptoms which may be a sign of covid (e.g. headache, sore throat, sickness etc) and if a pupil shows these symptoms, parents will be contacted and encouraged to access a test. • Staff should undertake two lateral flow tests each week and report their results to the school as well as NHS. • Parents and staff to be informed that they can access asymptomatic testing for themselves and their familes via LFD kits and how to obtain test kits. • Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell • All staff are informed of the procedure in school relating a pupil becoming unwell in school • All staff advised of the procedure in school if a member of staff becomes unwell. • Ensure all staff absences are appropriately recorded. • Any pupil who displays signs of being unwell is immediately referred to the designated member of staff.			DAH DAH/VD DAH DAH DAH DAH VD DAH	08.03.21 On-going 08.03.21	

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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• Any staff member who displays signs of being unwell immediately refers themselves to the School Business Manager and is sent home • Where the named person is unavailable, staff ensure that any unwell pupils are moved to the Headteacher's Office whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing • If a pupil needs to use the bathroom, they should use a separate bathroom (the accessible toilet) which will be cleaned after use. • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask and visor should be worn by the supervising adult. • If contact with a child or young person is necessary, then gloves and an apron should be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn. • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen • Unwell pupils who are waiting to go home are supervised in head teacher's office where they can be at least two metres away from others			DAH DAH VD/LR DAH DAH KM		

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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.			KM LR		
A pupil is tested and has a confirmed case of coronavirus.	Medium	In line with government advice: • The rest of the class/group should be advised to self-isolate for 10 days. Refer to the school symptom management Standard Operating Procedure (SOP) • The Headteacher will contact the DfE Coronavirus Helpline and if advised, PHE. Act on advice from DfE Helpline or PHE's local protection teams. As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.	Medium	Low	DAH	04.01.21	
Insufficient staff to run face-to-face sessions for pupils.	High	• Leaders to ensure that they have a complete list of shielded (clinically extremely vulnerable) and clinically vulnerable adults for their school	Low (at current time)	Low	DAH	1.09.20	

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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• Leaders to ensure that the clinically vulnerable offered the safest available on-site roles where possible • Protocols for staff to inform leaders if they need to self-isolate are clearly in place • Leaders to risk assess each staff absence and decide the action to be taken, assessing if it is safe to bring in supply staff or to make other arrangements so that the bubble/school can open safely. If not, bubbles will need to be closed and pupils take up remote learning. As a result, where possible, sufficient staff cover in place to provide the face-to-face support sessions for pupils. If insufficient staffing is available, a move to remote learning will be made.			DAH DAH DAH/VD	04.01.21	
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	Medium	• Staggered starts to be put in place for break time and lunchtime (See Appendix 1 – Organisation Chart) • Allocated outdoor areas for each year group to be identified for breaktime and lunchtime (See Appendix 1 – Organisation Chart) • All pupils in KS2 to eat in classrooms to reduce movement and maintain social distancing. (No hot food offered initially, so packed lunches or grab bags)	Low	Low	DAH Staff Lunchtime Staff DAH	1.09.20 1.09.20 04.09.20 1.09.20 02.11.20	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• Reception/KS1- class bubbles to be separated in hall – no more than two classes at a time in the space. • Allocated outdoor areas and timings for each year group to be identified for break time and lunchtime • Lunchtime to be staggered for different year groups • Pupils advised not to play contact games at break time or lunchtime. Ball games and shared outdoor equipment to be prohibited. • Pupils to be supervised in washing hands before and after lunch • Screen provided to protect food in canteen when pupils purchase food • Touch terminals/cashless catering is not used. Till operator searches for pupils by name on the paper system (rather than using fingerprint recognition) • Tables to be cleaned between year groups using lunchtime facilities • Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness As a result, the risk of infection during unstructured time is reduced.			VD/LTS DAH Lunchtime Staff Lunchtime Staff Lunchtime Staff Catering Staff Lunchtime Staff Catering Staff Lunchtime Staff	1.09.20 04.09.20 04.09.20 TBC TBC 04.09.20 TBC 04.09.20	

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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Organisation of Teaching and Learning	Medium	• All staff to wear a face covering in all communal areas of the school, unless exempt. • Staff advised that they may wear a facemask and/or visor when working in the classroom or with children. • Ensure adequate ventilation – dress code for staff to be relaxed so that staff are able to stay warm in colder weather. • Children to be encouraged to wear layers and where necessary outdoor clothing to keep warm. Consideration to be given to relaxing uniform requirements. P.E. Kit to be worn on PE to remove need for changing. • Leaders to calculate capacities of rooms for small group/intervention. • Classrooms allocated for provision and small adaptations made to to support distancing where possible without compromising safety routes or fire escapes. • Classrooms to be arranged so adults maintain 2 metre distance from each other, and from children where possible and when circumstances allow. • Classrooms to be arranged to support adults to avoid face to face contact and minimise time spent within 1 metre of anyone. • Removal of soft furnishings • Timetable reviewed and refreshed and programme communicated to teachers and staff	Low	Low	Staff DAH DAH DAH DAH Staff Staff JHa/RB	04.01.21 04.01.21 04.01.21 04.01.21 01.09.20 07.20 07.20 03.09.20	

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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• Where possible, pupil movement to be limited to make social distancing easier and specialist teachers to move between allocated classrooms. • Reading and phonics groups to be suspended. As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.			**Staff**	**03.09.20** **04.01.21**	
PPA	Medium	• Wherever possible PPA is undertaken at home. • If teachers remain in school they work in an identified area (non-Fiction Library) work stations are positioned 2m apart and side by side, window to be opened for increased ventilation. • Staff to use anti-bac wipes on ICT equipment before and after using shared computers. • PPA is over a two week cycle for teachers in Years 1 and 2. This reduces bubble cross over in Key Stage 1 and provides a gap so the PPA teacher is two of three classes each week. • NQTs SENCo and extended SLT (Rec and Yr 6) have a day each week.	**Low**	**Low**	**Staff**	**25.03.21**	

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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• Wherever possible staff are restricted in the classes they cover – LC in Rec, Yrs 1 and 2, consistent agency supply in Yr 3 and CA in Yr 4, JHe in Years 5 and 6. • CA covers for PE across the school but wherever possible this is outdoors. • Importance of social distancing amongst staff (especially between PPA Teachers and Class TAs) is re-empasised.					
Spread of infection in classrooms/shared areas.	Medium	• All unnecessary items to be removed from classrooms and learning environments and stored elsewhere • All soft furnishings and items that are hard to clean to be removed • Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible • Tissues and soap to be located in each classroom/learning space • Bins to be emptied at least twice daily in classrooms. • Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open • Windows to be opened to provide through ventilation. • Inform all the pupils that they must bring the required equipment to school (stationery, calculators etc.) to reduce the risk of infection	Low	Low	LR / Staff LR DAH/VD Staff LR LR LR LR/ Staff Staff/VD	03.09.20 03.09.20 01.09.20 04.09.20 01.09.20 04.09.20 04.09.20 04.09.20	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• Pupils/staff to clean IT equipment (esp. keyboards) with anti-bacterial wipes before and after each use • Shared telephone and gate control handsets to be cleaned with anti-bacterial wipes before and after each use • Shared teaching resources (including PE equipment) to be cleaned prior to and after use - ipads to be wiped down with anti bacterial wipes • If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned • Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time. Only one member of staff to be in staff toilet at any one time. Staff to be reminded to adhere to social distancing at all times in particular around the staffroom and corridor outside staff toilets. • Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc • Staff must wash and dry their own cups, plates and utensils, using disposable towels or place them in the dishwasher. As a result, the risk of infection to staff and pupils in classrooms is reduced.			**Staff** **Staff /VD** **Staff** **Staff** **Staff/LR** **DAH** **VD /LR** **Staff**	**07.20** **01.09.20** **01.09.20** **04.09.20** **01.09.20** **01.09.20** **01.09.20** **01.09.20**	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Poor pupil behaviour increases the risk of the spread of the infection.	Medium	• Pupils are reminded regularly of the behaviour policy • Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence • Pupils individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary. As a result, pupils and staff understand the behaviour policy/individual plans in context.	Low	Low	**RB** **Staff** **DAH**	**01.09.20** **04.09.20** **01.09.20**	
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	Low	• Specific arrangements for pupil transport have been risk assessed and agreed with local providers (N/A) • Leaders and staff should review individual pupils' handling plans, including the use of PPE (N/A) • Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy) • Plans should be understood, shared and followed consistently by all staff working with those pupils	Low	Low	**DAH** **Staff**	**As required**	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• Prepare additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and pupils prior to pupils returning to school. As a result, pupils with complex needs are well supported.					
Vulnerable pupils and pupils with SEND do not receive appropriate support.	Medium	• Appropriate planning is in place to support the mental health of pupils returning to school if required in addition to PSHE curriculum plans. • Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. As a result, pupils with SEND and those concerned about returning to school are well supported.	Low	Low	DAH/EC to co-ordinate	As required	
Increased number of safeguarding concerns reported after lockdown.	Medium	• Agree safeguarding provision to be put in place to support returning pupils • Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns • Follow up any referrals made by staff swiftly, while maintaining social distancing.	Low	Low	DAH	01.09.20	

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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, safeguarding remains of the highest priority and practice.					
Emergency evacuation due to fire etc.	Medium	• Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained • Leaders to communicate procedures to all staff • Staff to communicate emergency evacuation procedures to pupils. As a result, social distancing is maintained in the event of an emergency evacuation.	Low	Low	DAH	01.09.20	
Cleaning is not sufficiently comprehensive.	Medium	• Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening • A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures • Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning	Low	Low	LR VD VD	01.09.20 01.09.20	

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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• After lunch, whilst pupils are out of the classroom, lunchtime supervisor to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards • Disposable gloves/wipes/sprays are next to photocopiers/printers etc • Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years). As a result, high standards of cleanliness are maintained in school.			**Lunchtime Staff** **LR** **LR**	**04.09.20** **01.09.20** **01.09.20**	
Contractors, deliveries and visitors increase the risk of infection.	Medium	• All contractors to be checked to ensure that they are essential visitors prior to entry to the school • Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils • All contractors/visitors to wash hands/sanitise either prior to or on entry to the school site • Contractors and visitors are directed to specific/designated handwashing/sanitisation facilities • All areas in which contractors work are cleaned in line with government guidance • Contractors to bring own food, drink and utensils onto site.	**Low**	**Low**	**VD/LR** **VD/LR** **VD** **VD** **LR** **VD** **VD**	**1.09.20**	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• Staff who receive deliveries to the school to wash hands in line with government guidance after handling • Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries • If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building • Surfaces to be cleaned after any deliveries have been made. As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.			VD VD VD/LR		

Additional school-specific arrangements relating to risk assessment

- Accommodation and Staffing
- First Aid and Medication
- Infection Control

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- Illness
- Parental Communication with School
- School Behaviour and Disciple Policy (Codicil – Summer 2020)
- Start and End of School Day
- Staff Breaks and Use of Staffroom
- Structure of the School Day

Useful links:
- Safeguarding: https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers
- Remote learning: https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19
- Attendance: https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings
- Premises: https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
- Prevention and control- https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19
- Advice: https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance
- Vulnerable: https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people
- Extremely vulnerable: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19
- SEND - https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance
- Home learning support: https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources
- Remote support: https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19
- Accountability measures: https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability
- Pupils' mental health support/pastoral care at home: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stressParents: https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19
- Parents with pupils with SEND: https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19
- Supporting parents: https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents

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- Financial support: https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care
- Exceptional costs: https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020
- Reducing burdens: https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings
- Social distancing: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings
- PPE: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe
- Public health England https://www.gov.uk/government/organisations/public-health-england
- NHS: https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/
- Government advice: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance
- DfE https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19
- A detailed checklist and key guidance for action for health and safety is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
- Information re testing: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested

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