



South Gloucestershire Council

Longwell Green Primary School

"Inspiring learning."

Risk Assessment: School operation from 1 September 2020: response to Coronavirus (COVID-19). **version 1.5**

Completed by D Brown Headteacher with advice from our Health and Safety Provider (www.delegatedservices.org) and following DfE, Government, Public Health, Union and all other pertinent advice.

Date of Assessment: November 2020. New or updated assessments based on new or developed guidance is coloured **light purple**. Please note many of the links have changes as Government guidance changes frequently.

Review date: The risk assessment will be reviewed in response to updates to government guidance including from the government *COVID-19: review of disparities and outcomes report* and any examples of shared 'best practice' that we become aware of through our joint working with the Local Authority and local schools.

This risk assessment applies to Longwell Green when we are not under additional local restrictions (as the RA would need to be tailored to that specifically depending on the type of lockdown) and incorporates control measures appropriate for the most up to date guidance.

BACKGROUND AND CONTEXT:

From 1 September 2020 all schools are required to reopen for all pupils.

This risk assessment has been developed to support schools in implementing government guidance for the reopening of schools first issued on 2 July 2020. It has now been updated to reflect updates published on 28 August 2020.

Second Lockdown Period (5 November to 2 December 2020)

Government guidance issued on 4 November 2020 states that:

" We published actions for schools during the coronavirus (COVID-19) outbreak guidance to support schools to welcome back all children from the start of the autumn term.

Schools should continue to undertake risk assessments and implement the system of controls set out in this guidance. These measures provide a framework for school leaders to put in place proportionate protective measures for pupils and staff. If schools follow the guidance and maximise control measures, they can be confident they are managing risk effectively.

We would expect schools to ensure any changes required in light of national restrictions are in place as soon as practically possible, and by Monday 9 November at the latest."

See:

https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?utm_source=7427a8d7-6fbd-4315-b29f-2c648cfb91a1&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate&dm_i=3OT7,17F45,1J7BUY,4B9SG,1

The risk assessment takes into account the revised list of most common symptoms (<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/#symptoms>). Taken from NHS guidance, they are:

a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature),

a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual),

a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

Part 1: Reopening schools from 1 September 2020

The rationale for schools re-opening for more groups of pupils is set out in the document Education and childcare during coronavirus: Guidance for the full reopening of schools. It is predetermined on the principle that cases of coronavirus have reduced and that there is an effective 'Track and Trace' process in place. The guidance is clear that risks posed to pupils from remaining out of school in terms of their wellbeing, safeguarding and academic achievement outweigh those posed from the contraction of coronavirus. In relation to working in schools the guidance states that "whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on coronavirus (COVID-19) related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults."

This risk assessment is based on the control measures described in the government guidance for reopening schools referred to above. This states that if schools follow the control measures as set out below, they can be "confident that they are managing risk effectively".

The system of controls: protective measures

Having assessed the risks, we have worked through the below system of controls, adopting measures in a way that addresses the risk identified in our assessment, that works for Longwell Green, and allows us to deliver a broad and balanced curriculum for all pupils.

Building on the work already undertaken in school since the start of the pandemic, it is stated that if we follow the guidance set out here, we will effectively reduce risks in school and create an inherently safer environment.

System of controls

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Where recommended, use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.

6) Minimise contact between individuals and maintain social distancing wherever possible.

7) Where necessary, wear appropriate personal protective equipment (PPE).

8) Keep spaces well ventilated.

Numbers 1 to 5 must be in place in all schools, all the time.

Number 6 must be properly considered and we have put in place measures that suit our particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection:

9) Engage with the NHS Test and Trace process.

10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.

11) Contain any outbreak by following local health protection team advice.

Numbers 9 to 11 must be followed in every case where they are relevant.

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated? Look at the activity, processes or substances used that could cause harm to health or injury. Use a row for each one identified	Who is affected or exposed to hazards? (Staff Students Visitors Contractors Etc.)	What Severity of Harm can reasonably be expected? (See Definitions Table 1)	What Precautions (Existing Controls) are already in place to either Eliminate or Reduce the risk of an accident happening?	What Likelihood? See Definitions Table 1	What is the Risk Rating? See
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1.A: Contact with those with symptoms of coronavirus: Testing: Track and Trace; Outbreak response						
Contact with infected persons/ exposure to the virus within the school.	Person contracts coronavirus as a result of direct contact with an infected person (or a symptomatic person) entering the premises.	Pupils and staff	Serious	<p>Guidance has been issued to the entire school community. Here, anyone affected must stay at home if they (or their family members) have any of the following symptoms: a high temperature, a new continuous cough, a loss or change to your sense of smell or taste. OR they have tested positive for coronavirus in the last 7 days.</p> <p>Those affected must follow government stay at home guidance as follows https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infections</p> <p>Temperature testing is not recommended on its own. Guidance states that it is not a reliable method for identifying coronavirus.</p>	L	L

	Contact with those developing symptoms of the virus during the working day.	Pupils and staff	Serious	<p>Our procedure will be that If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they will be moved, via a route involving the shortest possible internal distance (i.e. including an outside route where possible), to a room where they can be isolated behind a closed door (Mrs Darling’s room), depending on the age of the child and with appropriate adult supervision if required. Ideally, windows will be opened for ventilation. If it is not possible to isolate them for some reason (which is unlikely), we will move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they will use the toilets next to Mrs Darling’s room. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else. Both Mrs Darling’s room and the toilets will be closed to everyone else (along with signs to support this and cleaned before being used again).</p> <p>PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital.</p>	L	L
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				<p>Any member of staff who has provided close contact care to someone with symptoms, while wearing PPE and all other members of staff or pupils who have been in close contact with that person with symptoms, if wearing a face covering, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> • The symptomatic person subsequently tests positive • They develop symptoms themselves (in which case, they should arrange to have a test) • They are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated). <p>Staff are instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal household disinfectant / cleaning products as per the guidance after someone with symptoms has left to reduce the risk of passing the infection on to other people. See https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>		
Use of face coverings	Failure to use face covering in areas where it is difficult to maintain social distancing increases the likelihood of exposure to coronavirus in the school community.	Pupils and staff	Serious	<p>Government guidance (04/11/11) states: Early Years Settings: In situations where social distancing between adults in settings is not possible (for example when moving around in corridors and communal areas), settings have the discretion to recommend the use of face coverings for adults on site, for both staff and visitors.</p> <p>Primary schools: It is not mandatory for staff to wear face coverings. In Longwell Green, we will ask all visitors to wear a mask, and only have visitors that are vital to the safe and secure running of the school. In situations where social distancing between adults in settings is not possible (for example when moving around in corridors and communal areas), settings have the discretion to</p>	L	L

			<p>recommend the use of face coverings for adults on site, for both staff and visitors.</p> <p>Government guidance is as follows: https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p> <p>We have avoided all visitors unless they are vital to the running of the school or if there is an emergency. We have asked that all visitors to wear face coverings outside where it is not possible to maintain a 2m social distance at all times on the school site. This approach has been explained to all visitors and is reminded when entering the school building.</p> <p>In cases of non-compliance the member of SLT on duty will remind those not wearing masks of the requirement to do so and in the case of a visitor this person will be asked to leave if they do not comply.</p> <p>In the case of a visitor who needs regular access (perhaps through ongoing school buildings emergency work) continued non-compliance this will be followed up by letter reiterating our approach.</p> <p>In the case of further non cooperation and as a last resort the Headteacher in consultation with the LA will consider the potential of activating the 'Landlord Right' to warn the visitor and then, if necessary, proportionately ban them from the school site, backed by potential criminal sanction under section 47 of the Education Act 1996.</p> <p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none">• cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability		
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				<ul style="list-style-type: none"> • speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate <p>The same exemptions will apply in our school; we will ensure that staff and students are aware of this and are sensitive to those needs.</p>		
Safe wearing and removal of face coverings	Potential of contamination if face coverings are removed or disposed of incorrectly.	Pupils and staff	Serious	A process is in place for removing face coverings when face coverings are worn at school in certain circumstances by staff. This process has been communicated clearly to pupils and staff. Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.	L	L
Engagement with the NHS Track and trace Process	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and upset within the school community</p>	Pupils and staff	Serious	<p>Relevant staff understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. We will ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) 	L	L

				<p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient.</p> <p>Home test kits are available in school and will be offered in the exceptional circumstance that we believe an individual may have barriers to accessing testing elsewhere. https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers</p> <p>We will ask parents and staff to inform us immediately of the results of a test:</p> <ul style="list-style-type: none"> • if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. • if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once 		
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				<p>the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p>		
<p>Management of confirmed cases of coronavirus</p>	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and upset within the school community</p>	<p>Pupils and staff</p>	<p>Serious</p>	<p>Records will be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test & Trace.</p> <p>We will take swift action if we become aware that someone who has attended has tested positive for coronavirus (COVID-19).</p> <p>We will contact the local health protection team (Public Health England South West; PHE SW) This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. We will also alert the Local Authority (Education).</p> <p>We are aware of the Department for Education’s existing coronavirus (COVID-19) helpline number on 0800 046 8687, which we are able to call and select option 1. The advice service is open Monday to Friday from 8am to 6pm and 10am to 4pm on Saturdays and Sundays. The call will be with a dedicated team of advisors who will inform the setting of what action is needed based on the latest public health advice. At present Local Authority advice is to contact them first and to follow their guidance, which includes communication with PHE SW.</p> <p>The PHE SW protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p>	<p>L</p>	<p>L</p>

				<p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>We note that a template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p>		
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				<p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ <p>We note that schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>Further guidance is available on https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p>		
Containing any local outbreak	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and upset within the school community</p>	Pupils and staff	Serious	<p>We note the guidance states that if schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a</p>	L	L

				<p>precautionary measure – perhaps the whole site or year group. As we are following all guidance and have asked the school community to support us in doing so, and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and will not be considered except on the advice of the PHE SW protection team.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p> <p>At Longwell Green if we have such an outbreak, our contingency plan will ensure that the education of affected groups of pupils is maintained. This includes the provision of remote learning as set out in government guidance for the reopening of schools, and for the short time any lockdown is needed, home learning and school communications will look similar to how they were during the months from March until return to school, with some improvements made as we have learned on even better methods since then.</p>		
	Inadequate response to alerts provided by use of NHS COVID-19 App	Pupils and staff	Serious	<p>We note government guidance for use of the App in schools as set out below. https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</p> <p>Specifically that the agreed process for ensuring a setting is aware of a positive case, as set out in the guidance for full opening for schools and further education colleges in the autumn term, is still in place and is not changed by the introduction of the app.</p>	L	L

				If we become aware that a student or member of staff has tested positive for coronavirus (COVID-19), we will contact PHE using agreed local procedures.		
Containing any local outbreak	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p>	Pupils and staff	Serious	<p>We note that if schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>	L	L

	Attendance at multiple settings (eg for Early Years attendance at LA and private provision on different days of the week).	Pupils and staff	Serious	<p>We have advised parents that where possible they should limit the number of settings that their child attends.</p> <p>Although currently this should not be necessary for any pupils in Longwell Green, we recognise that there are some circumstances where a pupil may attend multiple settings (eg: as part of provision outlined in an EHP). Here we will work with the partner setting to address any risks identified to enable us to jointly deliver a broad and balanced curriculum to the pupil in question.</p>	L	L
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1: B Cleaning and hygiene						
Hand hygiene	Poor hand hygiene increases the likelihood of infection from coronavirus	Pupils and staff	Serious	<p>Opportunities are provided for staff and pupils to clean their hands with soap and water and dry thoroughly:</p> <ul style="list-style-type: none"> • on arrival at school • after using the toilet • after breaks and sporting activities • before food preparation • before eating any food, including snacks • before leaving school • after sneezing/coughing. <p>Paper towels will be used to dry hands in preference to hand dryers.</p> <p>Supervision by staff is provided as needed.</p> <p>Signage about how to wash hands properly, is on display and reinforced regularly with pupils.</p> <p>Where sinks are not easily accessible from the room used by a 'bubble' of pupils hand sanitiser is available.</p>	L	L
Respiratory Hygiene	Poor respiratory hygiene increases the likelihood of infection from exposure to coronavirus.	Pupils and staff	Serious	<p>Catch it, kill it, Bin it – tissues are available in all classrooms, staffroom and reception at a minimum. The message is reinforced with pupils.</p> <p>Shared spaces to be well ventilated where at all possible.</p>	L	L
Cleaning	Person contracts COVID 19 as a result of inadequate cleaning	Pupils and staff	Serious	<p>Our cleaning specification has been reviewed to ensure we comply with requirements set out in</p>	L	L

				https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings Where our own cleaners and/or additional staff are required to undertake cleaning duties we have ensured that they are provided with PPE, as set out in guidelines above. This also applies to other staff who may be asked to carry out cleaning duties during this period. We have identified cleaning of high-risk areas to be undertaken throughout the school day to include: Door handles, Kettles, Taps, Switches, Phones, Laptops / Printers and photocopiers, Staffroom/ food preparation amongst others as well as surfaces that pupils touch e.g.: toys, books, chairs, tables, doors, sinks, toilets, bannisters, light switches, etc.		
Safe use of cleaning products	Inappropriate exposure to cleaning product results in allergic reaction/ poisoning etc Storage arrangements of cleaning product change increasing potential for unauthorised 'use' by pupils.	Pupils and staff	Serious	PPE will be provided for all cleaning activities. Safety data sheets for cleaning products are available. Only recommended cleaning products will be used. All products will be stored safely and out of reach of pupils.	L	L
	Use of hand sanitiser potential for improper use and ingestion.	Pupils and staff	Serious	We are providing/allowing the use of hand sanitisers that contain at least 60% alcohol. Recognising it is not possible to follow the hand wash advice everywhere, a hand sanitiser is next best and unless there is a specific allergy. Depending on the age of pupils, they are able to use their own / ours under supervision while for other pupils it will be dispensed so the young, or over enthusiastic do not get carried away. We have obtained the Safety Data Sheet for our products. They advise on action to be followed if the sanitiser is not used as designed i.e. a child drinks some; it gets in eyes etc. This will also help with potential reactions to the product. We have and will secure adequate supplies of the product and will continue to do so through standard channels or through contacting LA for emergency support our supply is interrupted.	L	L

Measures to reduce contamination from coronavirus.	Use of shared resources	Pupils and staff	Serious	<p>Staff and pupils will have individual pens, pencils etc that are not shared.</p> <p>Classroom based resources such as books and games will be shared within the 'bubble'; these will be cleaned frequently along with frequently touched surfaces.</p> <p>Resources that are shared between bubbles will be cleaned frequently and between use by different groups/bubbles or rotated to allow them to be quarantined and out of reach for 48 hours (72 hours for plastics).</p> <p>Staff have been advised that they must wash their hands and surfaces before and after handling pupils' books.</p> <p>Shared spaces to be well ventilated where at all possible.</p>	L	L
	Items from home to school and vice versa	Pupils and staff	Serious	<p>We are limiting the items that pupils bring in from home each day to essentials such as lunch boxes, hats, coats, stationery and mobile phones. Bags are allowed.</p> <p>Pupils and teachers can take books and other shared resources home although we have asked staff to be mindful of this and to limit what is taken to and from school.</p> <p>Rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.</p>	L	L
	Harder to clean items	Pupils and staff	Serious	<p>We have removed soft furnishings, soft toys and toys that are harder to clean (such as those with intricate parts) from classrooms and teaching spaces until further notice.</p> <p>Where these remain, they will be subject to regular cleaning and disinfection.</p> <p>Shared spaces to be well ventilated where at all possible.</p>	L	L
	Items requiring laundry	Pupils and staff	Serious	<p>We will ensure that all items that are laundered within the school eg: towels, and emergency clothes are washed in line with guidance on cleaning in non-healthcare settings and that these items are not shared by children between washes.</p>	L	L

1:C Minimising contact (social distancing)						
Social distancing across the site	Too many people on site increases likelihood of exposure to coronavirus	Pupils and staff	Serious	<p>We have taken the following measures to reduce footfall and maintain social distancing on site including:</p> <p>Staggering opening and departure times</p> <p>Opening up playgrounds etc, to increase opportunities for parents to wait separately.</p> <p>Erected signage and made use of our barriers to remind those visiting the site of social distancing requirements.</p> <p>Families and older pupils who bring themselves to school have been advised of the appropriate entrance and exit to use.</p> <p>Opportunities for groups of pupils congregating on site before and after school are minimised and those using them are continually reminded of correct usage.</p> <p>Shared spaces to be well ventilated where at all possible.</p>	L	L
Social distancing for large groups of pupils.	Large groups of pupils and/or adults increase the likelihood of exposure to and transmission of coronavirus	Pupils and staff	Serious	<p>Assemblies, performances, visiting groups etc. that break any bubble will not take place until further notice. This includes community events such as fayres, church performances, discos etc.</p> <p>We have planned remote assemblies as a replacement and for each major school event are looking at the most safe and appropriate way of undertaking something that shares the spirit of the action as it would have been without Covid.</p>	L	L
Visits for prospective parents (TO BE SUSPENDED DURING LOCKDOWN PERIOD)	Large groups of adults increase likelihood of exposure to and transmission of coronavirus	Pupils and staff	Serious	<p>Virtual tours are being provided for prospective parents and carers.</p> <p>(LIVE TOURS TO BE SUSPENDED DURING LOCKDOWN PERIOD)</p>	L	L

1:D Minimising contact (social distancing) Phase specific guidance.						
Grouping pupils of pupils and social distancing of pupils: Early Years	Exposure to infection	Pupils and staff	Serious	<p>We will minimise the opportunities for children to mix within the setting. For instance, ensure that, for instance where there are different rooms for different age groups, these groups are kept apart as far as possible.</p> <p>Shared spaces to be well ventilated where at all possible.</p> <p>Staffing will be consistent throughout the day and week where possible (recognising that some staff will work on a part time basis).</p> <p>We recognise that children in the early years cannot be expected to remain 2m apart from each other and staff. In line with the control measures set out in the guidance below we will ensure:</p> <ul style="list-style-type: none"> • that individual groups use the same area of the setting/school throughout the day as much as possible • that sharing of toys and resources is reduced • that any toys or resources that are shared can be easily cleaned between different groups' use. <p>https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closure</p>	L	L
Grouping of pupils and social distancing of pupils.	Exposure to infection Classroom teaching Primary	Pupils and staff	Serious	<p>We are following government guidance as follows: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>We will ensure pupils and staff, where possible, only mix in a small, consistent group / 'bubble' (class sized) and that that group stays away from other people and groups.</p> <p>Shared spaces to be well ventilated where at all possible.</p> <p>Different 'bubbles' will not be mixed on the same or subsequent days. We will use the same staff each day as far as possible, allowing for job shares and PPA. Groups will use the same room or area of the school without it having been cleaned between use. The practice of sharing space will not be used unless it is necessary.</p> <p>We note the recommendation for the arrangement of classrooms with forward facing desks.</p>	L	L

				<p>Staff have been advised that they must maintain distance from pupils and other staff where possible.</p> <p>We will review the potential for delivering parts of the curriculum outdoors whilst maintaining separate groupings of pupils and staff will do so where possible, being mindful of the limited outdoor space.</p> <p>We recognise that younger children and those with complex needs will not be able to maintain social distancing and it is acceptable for them not to distance within their group.</p> <p>https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings</p> <p>Existing risk assessments for children with EHC plans will continue to apply and be reviewed as required. This will include the identification of any additional support required for a successful return for full time education and moving forwards.</p>		
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1: E Use of Personal Protective Equipment						
Use of Personal Protective Equipment (PPE)	Incorrect use exacerbates the risk of further infection.	Pupils and staff	Serious	<p>We are taking into account that Government guidance does not recommend the use of a face covering or face masks in educational settings as follows:</p> <p>“The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • 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 a distance of 2 metres 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, spitting, or vomiting, then eye protection should also be worn” <p>We are complying with the above and are using our local supply chains to obtain PPE. We have noted where this is not possible, and there is unmet urgent need for PPE in order to operate safely, we may approach our local resilience forum.</p> <p>We will ensure that, staff who are likely to have to support pupils in the circumstances identified above and potentially in the administration of some first aid have access to appropriate equipment and training in its correct use and disposal.</p> <p>See: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911313/PHE_quick_guide_to_donning_doffing_PPE_standard_health_and_social_care_settings.pdf</p>	L	L

1: F School transport and travel arrangements

School transport	Exposure to coronavirus will be travelling to and from school and within wider social groupings (outside school).	Pupils	Serious	<p>This section takes into account: https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020</p> <p>The majority of our pupils live within walking distance of the school. Many choose to use personal transport. A small number use a public bus. Travel arrangements have been taken into consideration in our plans for opening as follows:</p> <ul style="list-style-type: none"> • We will encourage pupils to walk or cycle to school where possible. • Adjusted the numbers of pupils travelling at different times of the day and have adjusted timings of sessions to reduce the likelihood of pupils mixing with each other and travelling in large numbers as they journey to and from school. <p>We currently have no pupils using a taxi to get to school. If we have new pupils that join us and use a transport provider, such as a taxi, we will ensure that transport providers are aware of any changes to start and finishing times.</p> <p>We have asked families to avoid public transport or shared personal transport where possible and have discussed in our communications how to reduce the risks of transmission outside of school.</p> <p>We have also discussed with pupils the potential for coronavirus to spread when they socialise in groups outside school and have reminded them of the importance of following social distancing guidance in the wider community.</p>	M	M
Staff transport to and from work	Potential for increased exposure to coronavirus (and potential for introduction into the school) through use of public transport at peak times.	All staff	Serious	<p>We have asked staff not to car share and have provided facilities such as secure cycle storage to support people to walk, run or cycle to work where possible.</p> <p>We have asked the same for any visitor that will need to interact with pupils or staff such as Educational Psychologist, school nurse etc.</p>	L	L

1: G School workforce						
Staff wellbeing	Staff anxiety re: returning to work and potential exposure to the virus.	All staff	Serious	<p>Individual discussions have been/are held with staff to identify concerns/ barriers re: returning to work. (NB: recognising that some could be experiencing bereavement, mental health issues, etc.).</p> <p>We have signposted to relevant counselling services. Including the Education Support Partnership which provides a free helpline for school staff and targeted support for mental health and wellbeing.</p> <p>A minimum of weekly communication continues. Staff have been reminded of their access to counselling services is provided by the LA and our insurance provider. All staff have been provided with details of this.</p> <p>HR advice is available if required.</p>	L	L
Staff who may be at increased risk from coronavirus.	Staff anxiety Potential for staff to suffer serious illness if they contract coronavirus.	Staff in at risk group	Serious potentially fatal	<p>We recognise that some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report.</p> <p>We will remain alert to the findings of this research and respond to any changes in guidance accordingly.</p> <p>If people with significant risk factors are concerned, we will discuss their concerns and explain the measures the school is putting in place to reduce risks.</p> <p>Where practically possible we will accommodate additional measures to support staff where appropriate.</p> <p>We are having developed this risk assessment with reference to our Equalities Policies and Procedures to ensure that those affected by the control measures in this risk assessment are not unlawfully discriminated against.</p>	M	L

				We note that people who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.		
Staff training	Staff are not aware or do not understand the requirements for working safely.	All staff	Serious	<p>In preparation for a full return on 1 September 2020 training and written instruction has been provided re: operating procedures outlined in this risk assessment to all staff. This includes:</p> <ul style="list-style-type: none"> • What to do if they suspect that they or a member of their household has coronavirus (including testing arrangements) • Day to day organisations and procedures including arrangements for cleaning, staff welfare facilities, travel to work • The importance of keeping teaching groups separate during the day • Arrangements for breaktimes and lunchtimes • Safeguarding including the continued importance of all staff acting immediately on any safeguarding concerns and any updates to school procedures re: recording concerns, contacting DSL (or Deputy). • Procedures to follow if they suspect that a child in their group is displaying coronavirus symptoms • Changes to school behaviour policies • Curriculum adaptations required re: social distancing • Site security and fire safety including evacuation and lockdown procedures. • Use of PPE (where applicable). 	L	L
Individual staff requirements	Concerns from staff in identified work groups	Clinically extremely vulnerable (Shielding)	Fatal/ Major	<p>Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP, and may have been advised to shield in the past. Staff should talk to their employers about how they will be supported, including to work from home where possible, during the period of national restrictions.</p>	M	M

		Clinically vulnerable including pregnant women	Serious	<p>As per guidance they may attend work but should follow advice https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>We will follow Local Authority advice in this area also – this includes using the staff risk assessment provided by the Local Authority.</p> <p>We note that The Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. Government advice is that employers and pregnant women should follow this advice and to continue to monitor for future updates to it.</p> <p>https://www.rcog.org.uk/globalassets/documents/guidelines/2020-09-10-occupational-health-statement-rcog-rcm-fom.pdf</p>	L	L
		Those living in a household with someone who is clinically extremely vulnerable.	Serious	Should attend work as usual	L	L
Use of supply teachers and other temporary or peripatetic staff	Potential for the introduction of coronavirus into the school	All	Serious	<p>We note that it is permissible for supply staff and other temporary workers to move between schools.</p> <p>We will ensure that such staff follow our control measures for the prevention of coronavirus and advise them to take particular care in minimising contact with pupils as far as is practicable.</p> <p>This risk assessment applies to supply teachers and it is expected that they will familiarise themselves with said risk assessment</p>	M	M

				<p>and we will endeavour to ensure it is followed. If it is not followed, we will take action via the agency to rectify this, which may include asking the teacher not to return.</p> <p>Where possible we will endeavour to engage staff on a consistent basis.</p>		
Use of Student Teachers	Potential for the introduction of coronavirus into the school	All	Serious	<p>We note that this is permissible and initial teacher trainees (ITTs) are included in the definition of a critical worker. ITT mentors and tutors are considered visitors to a school and are not critical workers.</p> <p>We will ensure that such student teachers follow our control measures for the prevention of coronavirus and advise them to take particular care in minimising contact with pupils as far as is practicable. This risk assessment applies to student teachers and it is expected that they will familiarise themselves with said risk assessment and we will endeavour to ensure it is followed. If it is not followed, we will take action via the University to rectify this, which may include asking the student not to return.</p> <p>Such student teachers will be assigned to a bubble in the same way that other staff in school are (such as teachers, teaching assistants, lunch break supervisors etc.) While it is permissible for adults to move within bubbles, we will limit this to as close to zero as possible – we will not allow student teachers to observe in more than one class or work with pupils outside of their assigned bubble.</p> <p>We will advise student teachers to follow all of the guidance on travelling to and from our school – please see travel specific section for the advice that will apply to student teachers also.</p> <p>Assuming that all measures as set out in this document are followed, we see no greater risk than our school employed staff pose.</p>	L	L

Use of volunteers	Potential for the introduction of coronavirus into the school	All	Serious	<p>Volunteers may be used to support the work of the school, as would usually be the case. We recognise the great work volunteers do, but <u>at present, we will not be using volunteers.</u> As time progresses, we may move to do so if the advice continues to support this.</p> <p>If we do so, all volunteers will be expected to follow our control measures to reduce the spread of coronavirus. Mixing of volunteers across groups will be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.</p>	L	L
Essential or unavoidable visitors	Potential for the introduction of coronavirus into the school	All	Serious	<p>We note that this is permissible.</p> <p>We will ensure that such visitors follow our control measures for the prevention of coronavirus and advise them to take particular care in minimising contact with pupils as far as is practicable. This risk assessment applies to all such unavoidable or essential visitors and it is expected that they will familiarise themselves with said risk assessment and we will endeavour to ensure it is followed. If it is not followed, we will take action via the company represented to rectify this, which may include asking the visitor to leave and / or not to return.</p> <p>Such visitors will be assigned to a bubble of staff if access to the school is needed only and only to a bubble of pupils if it is essential (such as an Educational Psychologist).</p> <p>While it is permissible for adults to move within bubbles, we will limit this to as close to zero as possible – we will not allow visitors to break the bubbles unless it is vital to their role (for example a social worker or police representative seeing two members of the same family).</p> <p>We will advise all visitors to follow all of the guidance on travelling to and from our school – please see travel specific section for the advice that will apply to student teachers also.</p>	L	L

				Assuming that all measures as set out in this document are followed, we see no greater risk than our school employed staff pose.		
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1:H Pupil wellbeing						
Management of expectations within the school community	Anxiety within school community re: prevalence and effectiveness of infection control and social distancing measures.	All members of the school community	Serious	<p>Our communication with parents and pupils prior to our return in September and subsequent communications have included information about:</p> <ul style="list-style-type: none"> • Arrival and departure from school and arrangements for parents to access the site • Arrangements for infection control • Pupil groupings • What school day will look like • Expectations for attendance • Expectations for the wearing of school uniform (government guidance is that this should be worn as usual). • The avoidance of travel to school via public transport at peak times and measures the school are taking to work with parents to alleviate this • Expectations regarding behaviour, linked specifically to our new behaviour system that we have put in place to support our work in infection control and social distancing, and • What will happen if there is a case of coronavirus at the school. <p>Government guidance for parents is available at: https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term</p>	M	L
Pupil wellbeing	Changing family circumstances likely to have an adverse effect of pupil's ability to reengage with school	Pupils and staff	Serious	Contact with families has been made by school staff to ensure that they are aware of any potential issues and that relevant support is made available. We periodically ask the whole school community via newsletter for anything new that we may need to know, and class teachers keep an open dialogue with parents and carers, as well as ensuring that they check in with each pupil daily.	M	L

				Staff responsible for pupil groups have been briefed in advance and made aware of any existing support plans/ risk assessments etc, for individual pupils. Plans will be reviewed before the start of term 1 to ensure that pupil's needs are met.		
	Ineffective reintegration of young/ vulnerable pupils who have not been attending school for a number of weeks causes anxiety and distress for parents and pupils	Pupils and staff	Serious	As parents will not be able to stay with their children to support their reintegration, we will discuss arrangements on an individual basis where we anticipate difficulties in this area. We have a contact number for parents so that we can call to ask them to collect their child or provide reassurance to the parent if required.	M	L
	Inadequate understanding or enforcement of pupil behaviour expectations.	Pupils and staff	Serious	The school Behaviour Policy has been updated to include expectations re: arrangements for social distancing and movement around school; hygiene rules. Consistent methods of communication ensure that staff, pupils and parents are aware of these.	L	L
	Anxiety from parents and young children when starting at a new setting	Pupils and staff	Serious	VISITS SUSPENDED DURING LOCKDOWN PERIOD FROM 5 NOVEMBER 2020 We aim to not have visitors on site unless we cannot replicate an action in any other / remote way. Much of our communication can be remote and this is our preferred model. When settling in children into a new setting, most commonly but not always into EYFS, we have: <ul style="list-style-type: none"> • Communicated as much information as parents / carers require and continued to answer questions and offer remote support before starting. • In the small chance that a new family will need to enter the site (all EYFS families were socially distanced given the opportunity to do so on the first 2x days for example, or if it is a child with needs where an inspection of the site is needed) then we ensure they wear face coverings in line with arrangements for staff and other visitors to the setting. • stay for a limited amount of time (ideally not more than an hour) 	L	L

				<ul style="list-style-type: none"> • avoid close contact with other children • are aware of the system of controls, how this impacts them, and their responsibilities in supporting it when visiting a setting with their child. <p>We will explain these expectations to parents and carers before or on arrival at our setting.</p>		
Individual pupil medical requirements	Pupils in identified groups.	Extremely clinically vulnerable pupils (shielded)	Fatal/ Major	<p>We note that most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents will be advised to speak to their child’s GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable.</p> <p>Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend childcare or nursery during the period this advice is in place.</p> <p>Parents of clinically extremely vulnerable children will be receiving a letter shortly confirming this advice.</p> <p>See: https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people</p> <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will offer them access to remote education.</p> <p>Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p>	M	M
		Clinically vulnerable pupils	Serious	These pupils should attend school		
		Pupils living in a	Serious	These pupils should attend school		

		household with a person who is extremely clinically vulnerable.			
		Those living in a household with a person who is clinically vulnerable. (Including pregnant)	Serious	These pupils should attend school	

1: I Provision of first aid and the administration of medication						
Provision of first aid		Pupils and staff	Serious	<p>Qualified first aiders are available as required (see below re: EYFS requirements).</p> <p>Where reasonably practicable we will ensure that opportunities for pupils to mix with pupils who are not in their group are limited during the administration of first aid/</p> <p>Normal hygiene precautions (handwashing and use of gloves) are taken when administering first aid.</p> <p>See below re: use of PPE and working in close proximity to an injured person.</p>	M	L
Provision for first aid in the EYFS	Inadequate first aid treatment exacerbates injury or pre-existing conditions.	EYFS pupils	Serious	<p>EYFS requirements: A Paediatric trained first aider is present when EYFS pupils are on site.</p> <p>https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications we will carry out a written risk assessment (content specified in link above) and ensure that someone with a current First Aid at Work (3 day) or emergency PFA certificate is on site at all times. If PFA certificate requalification training is prevented for reasons associated directly with coronavirus (COVID-19), or by complying with related government advice, the validity of current certificates can be extended to 25 November 2020 at the latest. This applies to certificates which expired on or after 16 March 2020.</p> <p>If asked to do so, we will be able to explain why the first aider hasn't been able to requalify and demonstrate what steps have taken to access the training.</p> <p>(NB: Employers or certificate holders must do their best to arrange requalification training at the earliest opportunity. The EYFS: coronavirus disapplication guidance https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications will be updated shortly to reflect the recent extension of the validity of PFA certificates.). We have more than sufficient numbers of paediatric first aid trained staff on site with up to date training.</p>	M	L

Administration of medication	Illness or injury to those who are unable to access their medication	Pupils and staff	Fatal/ major	<p>School procedures for the administration of prescription and controlled medication will continue to apply.</p> <p>Parents have been advised that they must return any required medication to school; we will check that medication that has remained in school is still in date. Parents have been advised where this is not the case.</p> <p>Staff will wear PPE whilst administering medication if it is not possible to maintain 2m social distancing.</p> <p>Pupils/ students with allergies and/or those requiring medication (including asthma inhalers) will be known to all staff and their requirements identified on class lists for each teaching group. EHC Plans or other relevant Healthcare Plans to be shared with staff responsible for each teaching group.</p> <p>Adrenaline Auto-injectors (AAI) and asthma inhalers to be easily accessible and their whereabouts known by staff and pupils. Pupils requiring these will be placed in a group with a member of staff who has had the relevant training to administer the AAI and recognise the signs of an allergic reaction/asthma attack.</p> <p>Staff accept that in an emergency the importance of immediate action to save life takes precedence over social distancing.</p> <p>We will provide refresher training for all staff re: the requirements for individual children with known allergies and ensure that those supervising groups of children at lunchtime are aware of the importance of avoiding cross contamination.</p> <p>Tables will be cleaned after lunch, rubbish disposed of and bin emptied to avoid allergens remaining in the classroom for longer than necessary</p>	M	M
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1: J Premises						
Preparation of school building	Failure to complete compliance checks renders the building unfit for use.	All premises occupants	Serious	<p>All systems have been recommissioned before re-opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment. All has been continually used for Keyworkers and has undergone appropriate tests.</p> <p>Our fire safety systems have been checked including and making sure:</p> <ul style="list-style-type: none"> • all fire doors are operational • the fire alarm system and emergency lights are operational <p>All areas and surfaces have been cleaned and disinfected prior to reopening and if necessary, pest control deployed for insect infestations, particularly in the kitchen and/or food preparation areas. The kitchen has been deep cleaned too prior to reopening and before food preparation resumes. Ongoing deep cleans have been in operation since the closure to all but keyworker pupils and will continue.</p> <p>See: Guidance for full opening: schools</p>	L	L
Ventilation (Open windows and doors are recommended as a means of improving air circulation within the building)	Falls from height (open windows)	All premises occupants	Serious	<p>Whilst taking into consideration the necessity to increase ventilation by improving air circulation within the building we have advised staff that window opening restrictors must not be removed. Staff need to be vigilant – see below.</p>	L	L
	Additional doors and windows are left open compromising site security/fire safety.	All premises occupants	Serious	<p>We have reviewed our site and identified doors that could remain open without compromising fire safety/ and or security.</p> <p>Here, for high risk areas such as kitchens and boiler rooms fire doors will be kept in the closed position. Lower risk rooms such as classrooms and offices may be propped open with removeable things - a weight or wedge - if there are people</p>	L	L

				<p>present who will be tasked with removing it if the alarm goes off and at the end of the day.</p> <p>Door guards etc, will continue to be used to improve circulation in the building (and also reduce the need for touching the door handles).</p>		
	Open windows in the winter months mean that the temperature in buildings could be uncomfortable.	All premises occupants	Serious	<p>We will ensure that our building is heated to a temperature whereby staff and pupils can work comfortably whilst endeavouring to ensure that there are measures in place to ensure good ventilation. This will include closing external doors to avoid unnecessary heat loss from occupied buildings. We have followed the advice from HSE in this regard also.</p>	L	L
Use of temporary heaters	Unguarded devices increase potential for fire and injury to staff and pupils	All premises occupants	Serious	<p>Unless there are no other options, we will not use portable heaters.</p> <p>If for some reason this is the only way to keep a bubble open (perhaps the individual class heater has malfunctioned), then where temporary devices are deployed, we will ensure that</p> <ul style="list-style-type: none"> • the device is appropriate for use and PAT tested • electrical sockets are not overloaded • Heaters are suitably guarded so as not to cause injury to staff and pupils • Cables etc. do not form trip hazards • That the adult in charge ensures that all devices are switched off when not in use and that this is checked at the end of the day by our maintenance team. 	L	L
	Inadequate ventilation contributes towards the spread of coronavirus. Open windows in the winter months mean that the temperature in buildings is uncomfortable.	All premises occupants	Serious	<p>We will ensure that our building is heated to a temperature whereby staff and pupils can work comfortably whilst endeavouring to ensure that there are measures in place to ensure good ventilation.</p> <p>This will be achieved using natural ventilation – opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation, and opened more</p>	L	L

			<p>fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</p> <p>If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</p> <p>We note the following advice from HSE: https://www.hse.gov.uk/temperature/thermal/managers.htm https://www.cibse.org/coronavirus-covid-19/coronavirus-sars-cov-2,-covid-19-and-hvac-systems</p> <p>Once the school is in operation, we will ensure it is well ventilated and a comfortable teaching environment is maintained.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate:</p> <ul style="list-style-type: none">• opening high level windows in preference to low level to reduce draughts• increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)• providing flexibility to allow additional, suitable indoor clothing. Including advising staff and pupils re: the value of layering clothing.• rearranging furniture where possible to avoid direct drafts		
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				Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.		
Emergency Evacuation and lockdown	Failure to follow procedures leads to injury or loss of life.	Pupils and staff	Serious	Measures necessary for additional ventilation of the building have been and will be assessed and will not compromise fire safety or site security arrangements. We have briefed staff who are aware of the measures to take in the event of an emergency evacuation or lockdown. Registers for different groups will be required and will now return to being run in the usual pre-Covid manner. Safe evacuation/ lockdown takes priority over the maintenance of social distancing arrangements temporarily.	M	L
Lettings	School control measures re: cleaning, social distancing etc. are compromised leading to increased risk of infection, expense and possible reputational damage.	Pupils	Lettings	We have chosen at this time not to hold any lettings that run on the same day that pupils are in school and that any space cannot be adequately isolated after cleaning for 48 hours or more. At present the only letting we have is holiday club as this fulfils our criteria. Where we are satisfied that it would be safe to do so more, we may choose to open up or hire out our premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities. In doing so and for the current holiday club provision, we ensure that we are considering carefully how such arrangements can operate within our wider protective measures and also have regard to any other relevant government guidance set out in https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities	L	L

1: K Curriculum delivery: Music and PE						
Curriculum delivery: Music	Increased likelihood of infection from coronavirus	Pupils and staff		Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies.	L	L

	from playing musical instruments and singing.			<p>We acknowledge and work to the guidance from: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools which is supported by, but not overruled by: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</p> <p>We will mitigate the potential aggregate risk of aerosol transmission by:</p> <ul style="list-style-type: none"> • Playing instruments and singing outdoors where possible. If indoors limiting numbers where necessary to take account of space and current guidance. • Singing, wind and brass playing will not take place in larger groups such as choirs and ensembles or assemblies. • In smaller groups where activities can take place strict social distancing between each person. Current guidance is that if the activity is fact to face and without mitigating actions 2m is appropriate. • Pupils should be positioned back to back or side to side rather than face to face whenever possible. <p>When handling instruments, for example within a class music lesson:</p> <ul style="list-style-type: none"> • Increased handwashing is required before and after handling equipment particularly if it is being used by more than one person from a bubble. • Sharing equipment will be avoided. Any shared equipment including cases and microphones must be disinfected regularly and always between users. • Instruments should be cleaned by the pupils playing them where possible or by the adults if this is not possible. 		
Curriculum delivery: Physical Education	Increased likelihood of infection from coronavirus	Pupils and staff	Serious	Pupils will be kept in consistent groups, and assigned equipment and / or use equipment that has been cleaned between another bubble's use and theirs. Sports equipment is thoroughly cleaned between each use by different individual groups, and contact sports avoided.	L	L

			<p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.</p> <p>At the time of writing, as pools are now open, we are exploring the possibility of returning to swimming at a later date. We will work with the Local Authority and our pool provider to do this in line with guidance and the LA wide developments.</p> <p>We refer to the following advice:</p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport, • advice from organisations such as the Association for Physical Education and the Youth Sport Trust • guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents <p>Guidance states that schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. We have continued to safely use our sports provider without a break since March and will continue to do so.</p> <p>Competition between Longwell Green and different schools will not take place, in line with the wider restrictions on grassroots sport.</p>		
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1: L Social distancing in the wider school environment						
Arrival and departure from school	Exposure to infection from inadequate social distancing	Pupils and staff	Serious	We have reviewed start/ finish times to keep groups of pupils apart as they arrive and finish school. This will not involve the loss of teaching time	L	L
Circulation within the building	Exposure to infection from inadequate social distancing	Pupils and staff	Serious	We will arrange for pupils to access rooms directly from outside where possible. Circulation routes around the school have been reviewed and continue to be . Arrangements are in place to stagger breaktimes and lunchtimes to reduce numbers accessing circulation routes. Shared spaces to be well ventilated where at all possible.	L	L
Lunchtimes	Exposure to infection from inadequate social distancing during preparation and serving of food (catering staff)	Pupils and staff	Serious	Liaison with catering contractors is in place and there are arrangements for social distancing within the kitchen.	L	L
	Exposure to infection from inadequate social distancing: Collection of food by pupils and eating arrangements	Pupils and staff	Serious	Pupils will be brought their lunch to eat in the classroom and we have ensured suitable levels of supervision and cleaning is carried out before and after the consumption of food.	L	L
Breaktimes	Exposure to infection from inadequate social distancing: breaktimes	Pupils and staff	Serious	Outside areas can be shared but pupils will remain in their distinct groups. Different groups of pupils must not play together. We will limit the use of outdoor equipment and where it is used, it will be cleaned. Multiple groups of children will not use it simultaneously.	L	L
Residential settings	Exposure to infection from inadequate social distancing	Pupils and staff	Serious	At present, in line with national guidance, we will not be attending any residential / overnight settings. We take into account guidance below: https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings	L	L
Educational visits	Exposure to infection from inadequate social distancing etc	Pupils and staff	Serious	We note government guidance advises against domestic (UK) overnight and overseas educational visits at this stage see coronavirus: travel guidance for educational settings .	M	L

			<p>Although at the start of September, we will not be undertaking trips. As lockdown eases further and it has been shown to be safe and in line with government guidance we will consider the reintroduction of non-overnight domestic educational visits.</p> <p>Our risk assessment for carrying out these visits will be carried out in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination and wider advice on visiting indoor and outdoor venues.</p> <p>We will also make use of outdoor spaces in the local area to support delivery of the curriculum if this can be carried out in line with the implementation of the protective measures outlined in this risk assessment.</p> <p>We are also aware of the National guidance for the management of outdoor learning, off-site visits and learning outside the classroom.</p> <p>https://oeapng.info/downloads/download-info/4-4k-coronavirus/</p>		
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1:M Social distancing: Offices and shared staff areas						
School Reception areas	Exposure to infection from inadequate social distancing: visitors to school.	Pupils and staff	Serious	<p>Any visitors to site are to be by appointment only. Parents have been advised that they should call the office rather than coming into school.</p> <p>Door entry systems do not allow visitors to enter the area where there is not a physical barrier between office staff and visitors. Signage has been erected to advise visitors of social distancing protocols.</p> <p>Consultations with parents/ outside agencies etc, to take place over the phone/ video conferencing where feasible. If this is not possible 2m social distancing will be observed in any consultation room and the room cleaned before and after use.</p> <p>Payments to be online/ contactless where possible. Office staff to wear gloves if they have to handle cash, this is unlikely.</p> <p>Hand sanitiser are provided to all persons entering premises along with signage to explain control measures etc.</p> <p>Shared spaces to be well ventilated where at all possible.</p>	L	L
	Exposure to infection from deliveries arriving at the school.	Staff	Serious	<p>Clear guidance for delivery drivers has been placed at the school entrance.</p> <p>School staff will advise the delivery driver of a safe space to leave the goods and must not come into contact with the driver.</p> <p>Where it is not feasible to quarantine deliveries staff must wash their hands after unpacking items and dealing with waste packaging.</p>	M	L
	Violence and aggression towards school staff causes injury and distress	Pupils and staff	Serious	<p>We will maintain transparency and regular contact with all members of the school community.</p> <p>Regular briefings/updates for all staff so that they are aware of school response to the COVID 19 virus and can communicate consistently to those who ask.</p> <p>Readiness to deploy the range of behaviour remedies if behaviour becomes unacceptable from warning to full banning from site/sect 547 warnings/action.</p>	M	L
Other work areas	Exposure to infection from inadequate social distancing: other work areas	Staff	Serious	Staff meetings will be held remotely; if this is not possible 2m social distancing guidance will be followed.	L	L

				<p>Furniture is configured in staff areas to allow 2m distancing; staff have been reminded of alternative areas to use to avoid crowding in shared spaces.</p> <p>All areas are cleaned regularly, a dishwasher is available for cleaning crockery, utensils etc. No tea towels or hand towels are to be used.</p> <p>Computer equipment should not be shared. If this is not possible keyboards and work areas must be cleaned between use.</p>		
Contractors working on the premises.	Exposure to infection from inadequate social distancing/hygiene arrangements	All	Serious	<p>All contractors working on the premises will be required to follow control measures listed for visitors above. Where possible they will be required to visit after school hours.</p> <p>For areas where there are larger scale building projects in place, contractors will remain entirely separate from the school community.</p>	L	L

1:N Afterschool and breakfast clubs						
Afterschool and Breakfast Clubs	Arrangements for infection control, social distancing etc are not practised at Breakfast and Afterschool Club thus increasing the risk of infection within the school community.	All members of the school community	Serious	<p>Guidance for September 2020 may be found as follows:</p> <p>https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p> <p>Control measures re: hygiene, cleaning etc. set out above and also throughout this document will be followed. We will retain records of attendance and groupings.</p> <p>Multiple groups may use the same space with distancing between the groups. Here other protective measures set out within this risk assessment will be in place</p> <p>As with physical activity during the school day, contact sports should not take place.</p> <p>Shared spaces to be well ventilated where at all possible.</p>	M	L

Part 2: Maintaining educational provision in the event of a local outbreak

We will continue to use the now established systems designed and employed from March onward in relation to home schooling and communication.

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated? Look at the activity, processes or substances used that could cause harm to health or injury. Use a row for each one identified	Who is affected or exposed to hazards? (Staff Students Visitors Contractors Etc.)	What Severity of Harm can reasonably be expected? (See Definitions Table 1)	What Precautions (Existing Controls) are already in place to either Eliminate or Reduce the risk of an accident happening?	What Likelihood is there of an accident occurring? (See Definitions Table 1)	What is the Risk Rating? (See Risk Rating Matrix Table 2)	
Maintaining contact with pupils staying at home	Safeguarding concerns are not reported; pupil/ student is placed at risk.	All	Serious	If there is a local or bubble lockdown or if a family needs to isolate. Concerns may become apparent during interaction in the community, online communication etc. if a child needs to isolate or there is a closure of a bubble or more. All pupils have been risk assessed and in a lockdown scenario we will continue to have higher contact with pupils where there is a known safeguarding or other concern. We continue to work with all outside agencies and respond to new information, which has and will include holding and being part of Child in Need and Child Protection conferences. All school staff to be aware of arrangements in place for contact school DSL/ Deputies during the closure period.		M	M
	Enhanced risks to pupils re: online safety resulting from increased internet exposure; working remotely without access to support from peer group and school	Pupils	Serious	School to provide information to parents and pupils re: online safety. Including encouraging parents to set up age-appropriate parental controls and internet filters as applicable. Also signposting to support available for reporting bullying and online abuse. School to make parents aware of sites they are asking their children to use and school staff their child will interact with.		L	L
	E-Safety. Inappropriate staff contact with pupils/ students	Pupils	Minor to Serious	School E-Safety Polices continue to apply.		L	L

				<p>Communication must only take place through school channels approved by the senior leadership team.</p> <p>Staff must not make informal arrangements to contact students using their own phones/ devices etc.</p>		
	<p>Injury or contamination of staff undertaking home visits.</p> <p>Vulnerable pupils/ students are 'missed' through lack of contact etc.</p>	Visiting staff	Serious	<p>We will not as a matter of course visit houses. If there is an urgent need, perhaps through a safeguarding concern, then staff will follow the below guidance:</p> <p>There will be a triage system whereby a phone call or video call is made first, to ask if they family are well.</p> <p>Staff to follow government guidance on social distancing. Speak to families on the door step or through a window if they are self-isolating. We would consult our HS provider if we need to do this and to consider alongside this GDPR considerations / if a doorstep conversation is appropriate. If not, we would contact Access and Response, (ART) for further advice.</p> <p>Any home visit will be carried out by 2 members of staff.</p> <p>Where the family is self-isolating and there is a safeguarding concern, ask that the child comes to the window so that they can be seen by professionals.</p> <p>When phoning families we will strive to speak to the child as well.</p>	L	L

PART 3: Arrangements for staff working from home during a local outbreak. We anticipate all staff will return unless for medical reasons. For those who need to continue to work from home, we will continue as below.

Use of display screen equipment eg: laptop, desktop etc.	Back/neck/wrist injury from poor posture and use of equipment over a prolonged period of time.	Staff working from home	Serious	<p>We follow guidance from HSE (March 2020) as follows:</p> <p>For those people who are working at home, the risks associated with DSE must be controlled. This includes doing home workstation assessments.</p> <p>However, there is no increased risk from DSE work for those working at home very temporarily.</p> <p>We have provided workers with advice on completing their own basic assessment at home using: https://www.hse.gov.uk/toolbox/workers/home.htm</p> <p>We advise staff that there are some simple steps to be taken to reduce the risks from display screen work:</p> <ul style="list-style-type: none"> • breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity • avoiding awkward, static postures by regularly changing position • getting up and moving or doing stretching exercises • avoiding eye fatigue by changing focus or blinking from time to time. 	L	L
Data protection	Data breach exposes staff or students to risk of harm. Data breach is undetected.	All	Serious	<p>All staff have received GDPR training and are aware of their responsibilities re: use and transfer of personal data.</p> <p>School Data Protection Policies and Procedures apply.</p> <p>Staff are aware of their responsibilities for reporting a data breach to relevant staff at school. Our DPO is involved if required.</p>	L	L
Workplace stress exacerbated by social isolation.	Depression Anxiety and other forms of mental illness	Staff working from home	Serious	<p>Weekly communication continues. Staff have been reminded of their access to counselling services is provided by the LA and our insurance provider. All staff have been provided with details of this.</p>	M	M will need to be continually monitored.

Section 3 – ACTION PLAN

All actions rated as Medium continue to be so and will need vigilance from staff and the school community. Other items are instances that will always be a high concern, such as safeguarding.

Information to Aid the completion of the Risk Assessment format

Table 1: Definitions

Potential Severity of Harm	Meaning of the harm description	Likelihood of Harm	Meaning of likelihood
Fatal/Major Injury	Death, major injuries or ill health causing long term disability/absence from work.	<i>High (frequent)</i>	Occurs repeatedly/ to be expected.
Serious Injury	Injuries or ill health causing short-term disability/absences from work (over three days absence)	<i>Medium (possible)</i>	Moderate chance/could occur sometimes.
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work.	<i>Low (unlikely)</i>	Not Likely to occur

Table 2: Risk rating matrix: Potential severity of Harm + Likelihood of Harm = Risk rating

	+ High (Likely)	+ Medium (Possible)	+ Low (Improbable)
Fatal/Major Injury	VERY HIGH Risk	HIGH Risk	MEDIUM Risk
Serious Injury	HIGH Risk	MEDIUM Risk	LOW Risk
Minor Injury	MEDIUM Risk	LOW Risk	No Significant Risk

Table 3: Action required: Key to Ranking and what action to take.

VERY HIGH Risk	STOP ACTIVITY! Take action to reassess the work/activity and apply reduction hierarchy before proceeding.
HIGH Risk	Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue.
MEDIUM Risk	Implement all additional precautions that are not unreasonably costly or troublesome and monitor the situation on an agreed frequency.
LOW Risk	Monitor and review your rolling programme.