

# Pulford School Risk Assessment form

( Note of previous updates V4 – 18/5/20, v5 - 25/6/20)

V6 1.9.2020

<b>Risk Assessment for:</b> Safe, full return to school post COVID 19 lockdown	<b>What are you risk assessing? Factors which will inhibit safe opening of the school to all children and staff.</b>	
<b>Establishment:</b> Pulford C of E VA Lower School	<b>Assessment by:</b> Mrs T Rees, Deputy Head.	<b>Date:</b> 1.9.20
<b>Risk assessment number/ref: COVID 6</b>	<b>Approved by Head Teacher:</b> Mr D Heather	<b>Date:</b> 1.9.20

What are the MAIN hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Date completed
Appearance of symptoms	Children or staff in close contact	<ul style="list-style-type: none"> <li>Classes of 30 children and a small number of staff.</li> <li>First aid room equipped with PPE for those isolating. Procedures communicated to parents as in the risk mitigation document.</li> <li>COVID champions trained in use of PPE</li> </ul>	<ul style="list-style-type: none"> <li>PPE purchased, continue to monitor stocks.</li> </ul>	Office staff procure equipment and all staff aware of procedures.	Nothing further  Staff training- 22.5.20	18.5.20  22.5.20
Bodily fluids	Children who are sick or soil or wet themselves	<ul style="list-style-type: none"> <li>Extra cleaning staff on site. Protective equipment provided for emergencies. Ordinary equipment (gloves aprons etc) if the child shows no sign of COVID.</li> </ul>	<ul style="list-style-type: none"> <li>Staff to familiarise themselves with where granules for clearing vomit are kept and how to use them.</li> </ul>	First aid staff and COVID champions	1.6.20	
Hygiene	Spread of virus on door handles and taps etc	<ul style="list-style-type: none"> <li>Extra cleaning of toilet areas throughout the day and door handles at lunch time.</li> </ul>	<ul style="list-style-type: none"> <li>None – extra hours allocated</li> </ul>			18.5.20

## Risk assessment review due: 27.10.2020

### Further information:

Further health and safety guidance specific to schools may be found on the [CBC Schools Portal](#) and the [Department for Education](#) website. The [Health and Safety Executive website](#) also provides information on [risk management / assessment](#) and [health and safety in the education sector](#).

Should schools identify hazards in schools which would prevent schools meeting the expectations of the new DfE action for schools during the coronavirus outbreak guidance (6/8/2020 and subsequent updates), they should advise the LA of this accordingly. The LA will support schools in determining their next steps.

### Risk assessment (schools and settings should refer also to the Government Guidance listed at the end in completing this assessment):

The risk assessment checklist below covers the expectations of the measures schools should be putting in place.

The document is organised into 6 sections:

- |                                     |                 |                                     |
|-------------------------------------|-----------------|-------------------------------------|
| 1: Prior to opening to all children | 3. Transition   | 5. Governance                       |
| 2: On Opening to all children       | 4. Safeguarding | 6. Finance/ Business considerations |

Risks should be assessed as:

**Red:** High risk (significant impact on the school's ability to function safely/ make required or appropriate provision)

**Amber:** Medium risk (some challenges but able to sufficiently reduce risks to function safely / take action to make required or appropriate provision)

**Green:** Low risk (Systems/ processes are in place or can readily be implemented to significantly reduce any risk/ make required or appropriate provision)

**Please note:** Schools should only open where they consider it safe and correct to do so based on a risk assessment.

- Schools should seek to meet the expectations of the national guidance documents in all of their planning.

<b>Assessment Area 1.</b>	<b>RAG</b>	<b>Action taken</b>	<b>Action to be taken</b>
Shielding has been paused except for local lockdown. Staff who are medically extremely vulnerable have been identified and have been advised to follow medical advice and discuss with SLT	G	The school asked staff to inform SLT of any underlying health issues of which they might be unaware. Shielding has been paused at present.	All staff expected back September 2020
Staff who are clinically vulnerable have been identified have been encouraged to return to work following guidance.	A	Staff aware of hygiene and distancing procedures.	All staff expected back September 2020. Monitor situation and updates from the government.
Staff living with a clinically extremely vulnerable person have been advised to attend work and follow strict hygiene regimes	G	Those staff who are in this are aware of the risks.	Review as appropriate
Staff have been informed of self-isolation requirements (in the event that they or a member of their household is symptomatic for COVID-19 and / or has been tested positive for COVID-19) and testing arrangements (in the event that they or a member of their household displays symptoms of coronavirus).	G	Staff are aware of NHS Test and Trace. Regular updates. Tests available for key worker staff.	If tests are negative staff return (assuming they are well enough), if positive, SLT consult with PHE and take action as required, following the Track and Trace procedures.
The school is able to draw on appropriately qualified staff in nearby schools should a key person be absent. E.g. SENCo, DSL, Finance Manager	G	The SLT are all trained in safeguarding and are aware of systems as defined in the business continuity policy.	Highly unlikely that all SLT would be unavailable at the same time. School would need to close if no one was available for telephone consultation.
There is appropriate cover in terms of appointed persons / emergency first aid at work trained staff / first aid at work trained staff and staff with a paediatric first aid qualification as determined by the school's first aid needs assessment.	G	All staff will be working, thus cover is as normal. Some have undertaken Further medical training in the holidays.	Nothing further
Contingency plans are in place should a member of staff be taken ill e.g. staff cover.	G	SLT are on cover rota as are Level 3 TA's	Nothing further
The school has assessed the impact of the crisis on individual staff and can support them signpost them to support e.g. bereavement, anxiety.	G	SLT are aware of such support and have emailed web links in minutes. CHUMS are doing some telephone/ face time work.	Signpost as the need arises in specific cases.
Consideration given as to when the school will allow external visitors and who will be permitted in the early stages e.g. contractors, LA personnel, external agencies supporting children etc.	G	No peripatetic staff in as yet, but this may change by October. No parents changing books or hearing readers yet	School will follow government guidelines as procedures are relaxed, taking into account space

Assessment Area	RAG	Action taken	Action to be taken
			e.g. in corridors and size of rooms.
The school is aware of those pupils who are clinically extremely vulnerable. They are expected to follow medical advice –guidelines expect them back in school.	A	Shielding has been paused except for local lockdown. Pupils identified (minimal) and will follow advice.	Monitor government guidelines/local lockdown requirements/medical advice to individuals.
Children who are clinically vulnerable expected back in school	G	Pupils identified are expected back to school.	Monitor government guidelines/local lockdown.
Awareness of the impact of the crisis on individual pupils / families.	G	Vulnerable families placed on the regular contact list ready for a tier 4 local lockdown.	Phone calls/emails/ house visits if no contact in order to check all is well.
An updated list of key worker families/ vulnerable pupils who will still need a school place in case of local lockdown.	G	Office staff keep lists updated.	Update lists regularly as information comes in.
Parents, staff and pupils are expected to follow hygiene procedures <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a> and engage with the NHS Test and Trace as necessary.	G	Children and staff are aware of the need to distance, wash hands thoroughly and catch coughs etc. These have been printed and displayed. The importance of hygiene will be communicated to children in September and reinforced periodically through PSHE . Consequences of non-compliance will be cascaded on return	Staff to cascade new behaviour expectations
The reintegration of pupils with EHCPs has been thought through and planned for individuals.	G	There will be one EHC plan worker in KS2 and one in F.S.	Monitor individuals.
PPE needs have been assessed in terms of standard requirements (e.g. for cleaning, pupils care, etc.) and emergency requirements (e.g. where a pupil / member of staff becomes ill with coronavirus symptoms whilst on site) with appropriate stock ordered as required and maintained in line with: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a>	G	PPE is not necessary in the school environment. There is a supply of full PPE and face shields in the 1 <sup>st</sup> Aid room for use if a pupil is suspected of having COVID19. First aid will be carried out as usual – staff reminded about rigorous hygiene. If face masks are used to travel to school they will be disposed of carefully or placed in a plastic bag. Those using masks will be careful not to touch their face as they remove the mask and to wash afterwards.	Monitor stocks.

PPE training	G	Guidance on safe use of PPE circulated to staff. A group of 6 staff have received appropriate additional training .	Office staff to coordinate
Current guidance is that primary aged children are not expected to stay 2m apart, but where they can be kept 1m from each other and staff, they should be, plan for wider separation where possible.	G	Pupils will stay in classes and not swap for maths or phonics, with 1 teacher and /or TA (working under a teacher's direction). Victorian style classrooms with spaced desks, pupils to sit shoulder to shoulder rather than face to face. EYFS to use staff: child ratios and increase hygiene measures as set out in the risk mitigation document. .	Continue to work within government guidelines and act on any updates.
Should a local lockdown occur, plans are in place for priority groups as per Government Guidance. *See note 3	G	Local lockdown plans for priority groups are as before with them grouped in Key stages and a rota of staff. Staff need to prepare for home learning as soon as a Tier 4 local lockdown occurs.	Continue to monitor safe arrangements.
Drop off/ pick up protocols, minimising adult contact, have been written and communicated to parents staggered/ allocated drop off/ pick up times; distancing measures; gathering at gates and doors is not allowed; attending the site by pre-arranged appointment only. Signage is in place as appropriate to reinforce/ remind people of the messages.	G	There will be separate gates for each key stage, only one adult to drop off, slightly staggered times for nursery and KS 1. Parent interface at drop off/pick up times discouraged. Parents are encouraged to use gmail for academic or non-urgent pastoral care and contact the office for urgent matters.	Monitor emails.
Decisions have been made about allowing lettings, including before or after school care provision, ensuring safety, social distancing and cleaning.	G	There will be no lettings at present. Little Saints will be separated into groups in the hall as numbers are very low. Parents must inform school in advance of their requirements so that staff can be allocated accurately.	Review requirements as necessary.
<b>Assessment Area 2</b>	<b>RAG</b>	<b>Action taken</b>	<b>Action to be taken</b>
Safe entrances/ exits for staff and pupils are determined such as staggered times/ one or multiple entrance or exit points. E.g. use of fire exit doors that open to fresh air utilised as primary entry/ exit points to reduce internal circulation and help separate groups.	G	Outside doors to classrooms to be used to minimise movement in corridors. Gel kept by doors. Classes will enter their Key stage block class by class. A one-way system will be used at lunch time.	Monitor movement and ensure safety with an SLT member on each gate.
Entry and exit arrangements have been communicated/ marked out and will be supervised.	G	Aerial map of the school sent to parents to show where to drop off their children. Toilets	Parent information updated emailed sent 3.9.2020.

Where needed, there are instructions and/ or floor markings (in terms of circulation route or travel direction) e.g. one way systems, always walking close to the left hand wall (from your perspective) when walking down corridors not designated as one-way.		will be used one class at a time. Classes will enter the building only when called for lunch. All children will wait and exit in small groups through the PE cupboard/hall door fire exit as directed. Only when each Key stage has finished will the next Key Stage enter.	Monitor exit and entrance to the hall. Use the fire exit in the PE cupboard/ main hall door.
All unnecessary furniture/ items have been removed from those rooms to be used and stored elsewhere if possible.	G	Carpets have been rolled up to allow daily disinfectant of floors. Soft toys and dressing up clothes put away. However, more class equipment can now be used (ensuring good hygiene practice is followed).	No further action required.
Furniture is appropriately set-up to enable pupils to be socially distanced as much as possible, whilst taking into account circulation routes and emergency egress needs. Markings are in place where these are helpful e.g. seating. Staff to have a seating plan which should be readily available to the Test and Trace team if required.	G	Victorian style classrooms are to be arranged to maximise distance between children and allow staff to move safely up and down rows. Classes will exit via their 'garden' doors.	Consideration will be given to lessons which minimise movement, books and equipment.
Arrangements are in place reduce movement around the building. *See note 5	G	Classes will be maintained at all times with no group work across classes, although small send groups are now permissible within class groups. The library and group rooms may be used according to group size and ability of the adult to distance.	Monitor arrangements.
Further alterations made to timetables that minimise mixing and contact e.g. class assemblies instead of whole school, break times.	G	Worship will now take place in class, whilst one member of staff has a break and the other member of staff will then go out on playground duty. One class per week will attend in the hall and this will be filmed so the rest of the school can participate in their own class.	Monitor cover.
Reduced capacity is stipulated for shared spaces (including the staff room). Adequate cleaning in between groups using them is ensured.	G	Staff are asked to maintain social distance in the staff room and where possible eat outside or in the class room if wet. Morning play will need half the staff outside for supervision and then half can be inside in the pre-school and main school staff rooms/classroom.	Monitor extra cleaning of these facilities particularly water boiler handle and taps.
Arrangements are in place help limit the number of children using the toilets at any one time.	G	There will be nominally allocated toilet areas for each Key stage. Outdoor sinks have been	Monitor regular staggered handwashing and class

		installed to facilitate handwashing before lunch and after play. During lunch greater fluidity will be required and so extra cleaning is in place between each group.	movement so that key stages are not crossing over each other.
Resources designated for use have been determined, will be used as consistently as possible by a group, with appropriate cleaning in between use should the group change.	G	Lunchtime cleaner to help with tables, toilets and classrooms, especially in pre-school where some children might be afternoon only.	Monitor minor group changes.
Shared resources taken home and the exchange of these between pupils will be limited/ removed. E.g. reading books, library books.	G	Reading books will be 'quarantined' for at least 48 hours before re-issue	Reminder to parents for patience as books can't necessarily be changed as regularly as usual.
Use of outdoor spaces will be maximised. These areas and activities have been subject to suitable and sufficient risk assessment and planned to enable groups to be separated and safe practices adhered to. The use of outdoor equipment will be avoided unless it can be cleaned between groups and not used by groups simultaneously.	G	Key stages have allocated outside play areas. Wood chip apparatus will be used by KS1 cluster only. Telly tubby hill apparatus will be used by Year R cluster only.	Outdoor equipment sprayed each night
Dining arrangements ensure children remain in their Key stages, classes are separated by row and appropriate hygiene arrangements e.g. staggered timings/ hand cleaning/ cleaning between sittings etc.	G	Key Stage Clusters will be adhered to; extra cleaning in place; allocated dinner staff for each cluster.	Monitor arrangements.
The school is encouraging walking. If parents use public transport they should enable children to remove masks carefully and dispose of them (if used, they are not required for children under 11).	G	Walking encouraged – no bikes or scooters as this causes unnecessary movement around the allocated pick up drop off zones.	Reminder letter/email to parents
Appropriate actions have been taken to reduce risks if social distancing is not possible.	G	Those involved in nappy changing have couch roll, aprons, gloves provided	Monitor stocks.
<b>Assessment Area</b>	<b>RAG</b>	<b>Action taken</b>	<b>Action to be taken</b>
There are sufficient hand cleaning stations around the site and sufficient stocks of soap/ hand sanitiser.	G	Stocks high. Handwashing imperative, gel on desks encouraged after catching a hayfever type cough or sneeze in a tissue. New outdoor sinks to be used by key stages.	Monitor stocks. Black bins emptied daily.
Objects and surfaces considered likely to be frequently touched / touched by multiple people have been identified in all areas.	G	Door handles and taps especially – extra cleaning routines in place. New sinks to be incorporated into cleaning routines.	Monitor logistics.
There are sufficient cleaning staff available, ensuring cleaning between sessions/ change overs of pupil groups/ deep cleans as required.	G	Deep clean took place at the beginning of lockdown. Constant toilet cleansing; extra cleaning at lunch in place; end of day extra cleaning; many classes have been repainted over the holidays.	Classrooms currently in use are scheduled for refurbishment over the holidays.

Additional cleaning requirements have been assessed and hours allocated accordingly.	G	Extra cleaning hours allocated	No further action
Cleaning protocols and expectations are revised (e.g. revised frequency and to include frequently touched surfaces, furniture, equipment and resources).	G	Routines implemented	Monitor routines.
Arrangements have been made for bins containing tissues to be emptied daily.	G	Daily emptying	Monitor
Avoid the use of cloths for washing or drying e.g. use paper towels.	G	New stocks of paper towels ordered.	Monitor stocks
Adequate stocks of cleaning and hygiene materials and PPE (where required) have been ordered and delivered prior to opening (including additional stocks of tissues and paper towels if needed).	G	Actioned	Monitor stocks
Relevant staff know procedures for re-ordering and the thresholds for re-ordering.	G	Cleaning staff will inform office staff	monitor
<b>Assessment Area</b>	<b>RAG</b>	<b>Action taken</b>	<b>Action to be taken</b>
All statutory requirements for fire safety continue to be met in full e.g. Fire risk assessment and emergency evacuation arrangements reviewed to take into account any changes in use and layout of the building (N.B.: where schools don't have the internal expertise to do so, they should consult their schools fire risk assessment provider).	G	As in risk mitigation document circulated to all staff; minutes of planning meetings circulated to all staff. Lockdown is as usual and fire, but lining up in socially distanced lines in Key stage areas. Priority given to evacuating children and child safety	Fire practise once settled in.
Plans detail when a school might need to be closed/ can remain open in part e.g. if a deep clean is needed.	G	SLT will consult with PHE and act according to advice outlined in more detail in the risk mitigation document and guidance to schools.	Follow PHE guidance as and when.
PPE needs have been assessed in line with the guidance, any required PPE obtained and there is a plan for maintaining this. *See note 6	G	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	Monitor



		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.	
<a href="#">Gvt guidance where schools are reopening after a lengthy closure.</a>	G	The school has not closed so re-opening checks are unnecessary as legionella and alarms etc. are tested regularly.	Tests continue as usual.
Circulation of fresh air	G	Air conditioning may now be used. In KS2 staff to consider opening windows and doors more frequently to allow good ventilation as in all key stages.	Nothing further
First Aid	G	First aid and nappy changing will continue as usual with staff staying alert and using protection provided. Class boxes of first Aid supplies created. Bump notes will not be sent home but trips reported to the office who will make a courtesy call home. PPE to be worn if the child is suspected of being poorly with COVID 19.	Class boxes of first aid to be stored in that class and collected by staff on duty.
Water	G	Children to have water bottles on their tables. These can be filled from the water fountain, but the water fountain should not be used for drinking. Cleaning staff still to maintain good hygiene for these.	Monitor compliance
ICT	G	I-pads and laptop to be wiped before putting away. Photocopier and other shared equipment to have wipes stored adjacent and cleaned by each user ready for the next user.	Monitor stocks.
Staff room	G	Use social distance protocols. Staggered breaks /worship mean less people in at any one time. At lunch staff are encouraged to eat outside or in class rooms or offices if necessary.	Monitor

Assessment Area	RAG	Action taken	Action to be taken
Staff consulted and communicated with re. plans and this risk assessment e.g. keeping groups within the one room as far as possible, not mixing key stages, cleaning protocols, limiting numbers of pupils using toilets at one time, use of resources/ equipment etc.	G	Meeting minutes and updates circulated regularly to staff. Government guidelines state that SEND groups, outside support e.g. speech and language, and staff can work across year groups and schools as long as good hygiene is maintained.	Staff to feedback any comments or concerns.
Remind staff, parents and pupils of the hand cleaning advice and to clean hands frequently throughout the day. Posters and signage are in place to encourage / remind about personal hygiene, 'catch it, bin it, kill it', distancing, etc. Also, posters and signage to indicate areas which are closed off, one way systems put in place (where possible to try and limit people coming face to face in corridors and circulation areas), etc.	G	Parents are to be reminded about social distancing, personal hygiene, providing hand gel named water bottles, tissues etc. Parents to come into the office as little as possible and on a 'one in one out' system. Children move around school in such a way as to minimise crossover.	Include in parent reminder letter.
The risk assessment, plans and protocols have been discussed with staff and any training needs identified.	G	Staff have been involved in the meetings, which have formed the basis of the risk mitigation document.	Ongoing process
Ensure all staff are aware of the guidance and the school's planned procedures and the NHS Test and Trace system.	G	Any child appearing to show symptoms will be taken to the first Aid room and isolated. PPE kit for this situation is available. This is kept in the office if staff can't be more than 2m away. Parents called and advised to get a test, the results of which should be back swiftly. If negative, they can return to school (assuming they are well enough). It is expected that parents will engage with the NHS Test and Trace system.	Regular updates
The school has instructed parents not to enter the setting, or to send their child into the setting, if they or a member of their household is displaying Coronavirus symptoms.	G	Reminder letter to parents.	Update newsletters with regular reminders.
Protocols for attending the site, drop off, pick up and not gathering at gates or doors have been communicated to staff and parents.	G	The school will have entrance staggered by gate rather than time. Points circulated to parents including a clear map.	Emailed to parents 3.9.20
Communications to staff and to parents about procedures should they, or a member of their household, have Coronavirus symptoms. <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a>	G	Reminder letter to parents as set out in risk mitigation doc.	Emailed to parents 3.9.20

Parents and staff made aware of the best way to communicate with teachers/ staff.	G	No parent interface at drop off pick up. Parents encouraged to use class email for non-urgent communication and the office for urgent communication.	Emailed to parents 22.5.20
Communications with parents of vulnerable children needing PPE about the arrangements in place to ensure safety when providing personal/ care needs.	G	No children in this category attending school.	No further action
Communication with any contractors attending site e.g. construction / building works, etc. School will need to communicate with them to discuss plans for any works in light of new restrictions and processes in place within the school.	G	Planned building work is scheduled for holidays. Emergencies will be dealt with as they arise following social distancing rules.	Protocols drawn up by head teacher for working with summer contractors.
Provide parents with the guidance on safe travel. <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a>	G	Parents will be discouraged from allowing children to use scooters or bikes as they would need to be stored in one of the key stage areas. If parents use public transport they should follow the government guidelines.	Emailed to parents 22.5.20
Communication with lettings or before and after school providers about plans and arrangements.	G	There will be no lettings or peripatetic lessons during this period. Little Saints must be booked in advance and children separated into bubbles as set out in the risk mitigation document.	Emailed to parents 22.5.20
<b>Assessment Area</b>	<b>RAG</b>	<b>Action taken</b>	<b>Action to be taken</b>
Maintaining sufficient staff to deploy in the school, enabling social distancing for staff and pupils.	G	All staff expected back to open in September. Cover in place to cover absence should it arise.	Monitor staff health and childcare arrangements.
Ensure consistent staffing	G	Class staff to remain as usual and not move for maths etc . Occasional crossover of staff will occur between key stages according to the guidelines 'All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable'. This has been minimised and through handwashing and adult distancing the risks will be minimised.	Monitor 'ordinary' staff illness which might need cover.
Staff have been informed about H&S guidance and updates to policy e.g. arrangements to manage first aid or if you/ another adult/ a child becomes ill.	G	First aid will continue as normal, staff to be reminded to wear gloves and aprons as necessary. Nappies will continue to be	Monitor

		changed as above. In the case of vomit, granules are available as above. All materials should then be double bagged and binned in the purple bins in refuse area.	
There is a reliable means to keep staff informed and updated about the school's risk assessment and actions and procedures arising from this.	G	Weekly briefings will not be done in person, they will be emailed, outlining covid and ordinary items. Pastoral concerns to be passed on through the office.	Weekly briefings emailed to all staff.
Staff are aware of PPE guidance and any need for PPE.	G	Stored in the front office, SLT and front office to be trained in use. Staff to bring children suspected of being ill to the first aid room at a 2m distance.	Monitor
Staff workload, providing for pupils learning in school and at home ,should a local Tier 4 lockdown come into place.	G	Staff will consider use of ICT, engage with Google classroom training and be prepared to use ICT for home learning should the need arise.	Monitor
Staff are aware of, and supported knowledge of bereavement support available and how to access this for themselves, pupils or families.	G	As in section above. The school has a collection of books for PSHE, focussing on the death of a loved one in an age appropriate way. Chums resources are on the T-shared area of the server.	Monitor staff and pupil family circumstances.
Recruitment processes have been determined, continuing to enable safer recruitment.	G	HR will follow guidelines	Review as necessary
Staff induction processes are updated re. new policy/ procedures alongside required checks.	G	New staff have had their induction.	Review as necessary
Extend or revisit any staff contracts or processes impacted by the current situation, communicating any changes to staff e.g. timescales.	G	HR will follow guidelines and communicate with those affected.	Follow procedure as necessary.
<b>Pupils</b>			
<b>Assessment Area</b>	<b>RAG</b>	<b>Action taken</b>	<b>Action to be taken</b>
Pupils know where the hand cleaning stations are and to use them frequently.	G	Cloakrooms and outdoor sinks to be used regularly by one class at a time across the day. Extra cleaning is in place.	Remind pupils
Brief transitory contact is low risk e.g. passing in corridors.	G	At lunch children to eat in class rows in key stages. The one way system to be used through the PE cupboard/hall entrance doors.	Lunch time staff to use walkie-talkies for communciation
Ensure that pupils are in the same classes.	G	Worship will now take place in class, with one class per week in attendance in the hall.	Monitor

		SEND groups in library or group rooms can occur class by class with cleaning in between.	
Following government guidelines that gatherings of more than 30 people will be permitted for acts of worship some services may take place. <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july">https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july</a> The guidance also covers premises when being used for religious gatherings, even when their primary purpose is not for religious gatherings).	G	For services children can sit or stand at a social distance on the astro-turf. If parents are invited they will sit in named pairs. Parents will have clear instructions about what is / what is not permitted during the service. All Saints church can accommodate 60 people, but it is not envisaged that school will use it yet.	Monitor guidelines.
Groups of pupils are based in the same classroom each day.	G	Classes will be maintained through the day. Some groups from the same class may go out for SEND work – areas will be cleaned between use. In class some cleaning will be done of e.g. door handles, toilets at lunch and a thorough clean at the end of the day. Surface to be kept clear. Soft furnishings limited and soft toys and dressing up not used during this period. Where there is some change of pupils in pre-school, cleaners will wipe tables etc. as instructed.	Review arrangements as necessary.
As far as possible, pupils sit in the same place, at the same tables/ desks.	G	Victorian style classrooms.	Review arrangements.
Engage parents/ children in resources such as E-Bug and PHE school resources.	G	Staff to remind children of procedures.	Procedures reinforced on a regular basis.
Explicitly teach and supervise: handwashing, tissue disposal and toilet flushing.” – from <a href="#">latest guidance released</a> .	G	Staff to remind children of procedures.	Procedures reinforced on a regular basis.
Bins for tissues .	G	Emptied daily.	Monitor
Help is available for those pupils who cannot clean their hands independently.	G	Staff to supervise younger/SEND children .	Monitor
Support for those children who cannot easily understand or remember safety and hygiene measures e.g. social stories, symbols, etc.	G	Appropriate adjustments have been made.	Procedures reinforced on a regular basis.

Staff seek to prevent the sharing of stationary and other equipment where possible.	G	Limit equipment to that on tables and design lessons to minimise sharing, although wider equipment may now be used within class.	Review arrangements regularly.
Appropriate support for pupils who may have difficulty settling back into school.	G	Staff to support children through PSHE. First days back will have a high priority to re-establishing routines and emphasising safety.	Monitor
Managing anxiety e.g. support re. school refusers/ managing elective home education requests or other attendance issues.	G	Parents to be reminded that all children are expected back in schools. Fines will resume for COVID related non-attendance (unless a positive test has been made or the family told to isolate). Parents will be directed to the risk assessment document and reassured of the procedures in place. They will also be directed to support e.g. CHUMS or young minds <a href="https://youngminds.org.uk/">https://youngminds.org.uk/</a> as appropriate	Monitor
Those activities that it would not be possible to do have been identified with a rationale as to why not.	G	Sporting events will be scaled down into classes without parents. Contact sports and overnight trips are still not allowed. No large group singing yet or drama, although small, distanced groups may sing quietly in worship.	Church services revised in light of further guidance (see above). Group participation in sporting events will be monitored.
Guidance and arrangements in respect of pupils needing 1:1 or physical handling, communicated clearly to staff, parents and pupils.	G	1:1 Work can resume with due regard to adults socially distancing. Intimate care needs will be met as usual and staff reminded to wear aprons, gloves etc.	Review arrangements in the light of further DFE guidance.
SEND Reviews/ actions outstanding for pupils with SEND have been rescheduled appropriately.	G	EHC plan legislation requirements are still suspended until the end of September but small groups may resume.	Review arrangements in the light of further DFE guidance on face to face meetings.
<b>Transition 3</b>			
<b>Assessment Area</b>	<b>RAG</b>	<b>Action taken</b>	<b>Action to be taken</b>
Intentions/ initial plans for transition have been communicated to parents.	G	New intake morning arranged.	Parents and children invited.
Shared approach across cluster schools to reduce anxiety and ensure smooth transitions to new settings for pupils.	G	Middle school hand up may take place by Teams; Zoom or by phone as appropriate depending on the guidance in the summer term. Middle schools are considering how new intake days can be scheduled electronically.	Transfer of physical files as usual and by secure Any comms.

Creativity in enabling transition activities to support pupils in preparation for September.	G	Photos of classrooms and new staff sent to children who are on an EHC plan or need extra reassurance.	By 4th September
Transfer/ receiving of meaningful information to receiving setting/ teacher.	G	Transfer forms completed and uploaded to new setting via Any comms.	END OF JUNE 2021
<b>Safeguarding 4</b>			
<b>Assessment Area</b>	<b>RAG</b>	<b>Action taken</b>	<b>Action to be taken</b>
Any additional risk assessments required to safeguard vulnerable pupils in case of local Tier 4 lockdown	G	EHC plan children will have risks assessments carried out. Lists of vulnerable children as above	Parental consultation
Any necessary changes or addendums have been made to the safeguarding Policy, which has been reviewed for further changes.	G	Policy updated ratified at FGB 21.5.2020	Monitor
Ensuring a DSL is available to the school, in person, by phone or virtually in all staffing scenarios, and that staff are aware of these arrangements.	G	SL &DSL available at all times.	Monitor availability.
Are all staff aware of LA arrangements for contacting the LADO, MASH, social workers.	G	As per yearly safeguarding training.	Nothing further.
Where staff have been deployed/ appointed, they are aware of the safeguarding processes and codes of conduct they should adhere to.	G	New members of staff have received /will receive induction training	New staff members inducted as appropriate over the first week of term.
The SCR is up-to-date and monitored with changes to staffing/ volunteers in the school.	G	Up to date.	Continue as normal.
<b>Assessment Area</b>	<b>RAG</b>	<b>Action taken</b>	<b>Action to be taken</b>
Governors' understanding of the ways that the crisis has impacted on staff/ pupils/ the school and their ability to support the school during a transition to normality.	G	The chair of Governors has been in weekly contact. Meetings have taken place via zoom during Lockdown and will continue through the autumn term.	Continue
Governors are involved in the discussion and planning for reopening.	G	FGB 21.5.2020 and email for information subsequently.	Continue email communication
Governors know how they will support Leaders during phases of reopening and how they will assure themselves of the safety of staff and pupils. What will the determining factors be for the decisions they will need to make?	G	Read the risk mitigation document and risk assessment. Make themselves aware of any policy updates pertinent to COVID19.	Communication of updates.

Leaders have evaluated what it is feasible for the school to do and how will this be communicated to reassure parents/ other stakeholders/ LA or Trust authorities.	G	Head teacher's verbal report to governors on recent developments. Response to LA etc delegated to Headteacher.	Review arrangements in the light of further DFE guidance
Planned reviews to evaluate what is happening on a regular basis.	G	Chairs weekly telephone calls.	Continue
Governors/ leaders have determined how they will communicate the intended plan for re-opening the school.	G	Email to all parents due 3.9.2020	Continue to update parents in the light of further DFE guidance
<b>Financial/ business/ resourcing 5</b>			
Any financial loss to the school/ ability to claim back losses from the government is known.	G	£2.5K a week loss. Furlough and food vouchers should eventually be reimbursed. The government 'catch-up' scheme will be used by SLT to help those most in need.	SLT and Board to model a range of solutions in the autumn
Sufficient cleaning materials.	G	No shortages and stocks are high. Sufficient soap, hand gel, bleach, normal cleaning products and toilet rolls purchased.	Cleaners to monitor stocks.
PPE available if appropriate.	G	PPE acquired for emergencies.	Monitor stocks.
Learning materials/ resources in stock ready for pupils on return.	G	Extra supplies have been ordered. Children have sufficient equipment so no sharing is needed.	Continue to monitor stocks.

**\* Notes**

1. <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> Shielding has been paused except for local lockdown.
2. Additional staff may be placed with each group if required to meet pupils' needs as part of a risk assessment or an EHCP.
4. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units. Prop doors, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Air conditioning may now be used.
5. Reduce movement around the building by accessing rooms directly from outside where possible and considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors.
6. 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.



7. Consider how to encourage young children to learn and practise these habits through games, songs and repetition.

## **The following Government Guidance was consulted when completing the risk assessment:**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

[Supporting vulnerable children and young people during the coronavirus \(COVID-19\) outbreak guidance,](#)

<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>

[https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak)

[outbreakhttps://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](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)

local lockdown :

[https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-](https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers?utm_campaign=1974581_Plan%20B%3A%20the%20government%27s%20new%20lockdown%20plans&utm_medium=email&utm_source=National%20Association%20of%20Head%20Teachers&dm_i=3OT7,16BLH,1GEZ4K,46FFU,1#annex-3-tiers-of-national-restriction)

[makers?utm\\_campaign=1974581\\_Plan%20B%3A%20the%20government%27s%20new%20lockdown%20plans&utm\\_medium=email&utm\\_source=National%20Association%20of%20Head%20Teachers&dm\\_i=3OT7,16BLH,1GEZ4K,46FFU,1#annex-3-tiers-of-national-restriction](https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers?utm_campaign=1974581_Plan%20B%3A%20the%20government%27s%20new%20lockdown%20plans&utm_medium=email&utm_source=National%20Association%20of%20Head%20Teachers&dm_i=3OT7,16BLH,1GEZ4K,46FFU,1#annex-3-tiers-of-national-restriction)

<https://www.gov.uk/government/collections/early-years-and-childcare-coronavirus-covid-19>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

[COVID-19: cleaning of non-healthcare settings guidance](#)

[guidance for special schools, specialist colleges, local authorities and any other settings](#)