



Pulford School Risk Assessment

(Note of previous updates V4 – 18/5/20, v5 - 25/6/20, v 6 Sept 20 v 7 Jan 21)

V8 8/3/2021

Risk Assessment for: Schooling during Jan 21 lockdown due to COVID 19	What are you risk assessing? Factors which will inhibit safe opening of the school to all children and staff.	
Establishment: Pulford C of E VA Lower School	Assessment by: Mrs T Rees, Deputy Head.	Date: 1.3.21
Risk assessment number/ref: COVID 8	Approved by Head Teacher: Mr D Heather	Date: 3.3.21

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"> First aid room equipped with PPE for those isolating. Procedures communicated to parents as in the risk mitigation document. COVID champions trained in use of PPE 	<ul style="list-style-type: none"> PPE purchased, continue to monitor stocks. 	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"> Extra cleaning staff on site. Protective equipment provided for emergencies. Ordinary equipment (gloves aprons etc) if the child shows no sign of COVID. 	<ul style="list-style-type: none"> Staff to familiarise themselves with where granules for clearing vomit are kept and how to use them. 	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"> Extra cleaning of toilet areas, bannisters ,door handles throughout the day. 	<ul style="list-style-type: none"> None – extra hours allocated 			18.5.20

Risk assessment review due: 17.5.2021

Further information:

All children should be back in school from 8th March. The DfE have worked with the Department of Health and Social Care (DHSC) and PHE to develop their guidance: 'Implementing the system of controls, creates a safer environment for pupils and staff where the risk of transmission of infection is substantially reduced. The way to control this virus is the same, even with the current new variants. We are further strengthening the measures, to provide more reassurance and to help decrease disruption the virus causes to education.'

The Secretary of State confirmed that we will not be asking students to sit SATs, other statutory tests, GCSEs and A and AS Level exams this summer'.

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](#).

In the case of positive case confirmed in school SLT will ring : DfE's central helpline on [0800 0468687](tel:0800 0468687) , select the option for 'reporting a confirmed case' . If it is complex it will be escalated for further advice.

Staff can get priority testing at Steppingley hospital if symptomatic as emailed. Staff continuing to come into work and displaying no symptoms may take part in the twice weekly testing process if they wish.

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 vulnerable/key/critical worker 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.

Assessment Area 1 Staff.	RAG	Action taken	Action to be taken
Shielding has been reinstated. Staff who are medically extremely vulnerable have been identified and have been advised to follow medical advice and discuss with SLT https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19	G	The school asked staff to inform SLT of any underlying health issues of which they might be unaware.	Monitor
Staff who are clinically vulnerable have been identified have been consulted and where appropriate encouraged to return to work following guidance https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people any clinically vulnerable staff member, including women who are pregnant, who choose to take on roles that don't allow for safe distancing have had the risks discussed with them.	A	Staff aware of hygiene and distancing procedures. There are no pregnant members of staff at the present. Should a member of staff fall pregnant they are urged to speak to the SLT. Some staff have been furloughed if appropriate.	All staff expected to work on site according to agreement. 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 category 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 from Steppingley Hospital.	If tests are negative staff return (assuming they are well enough), if positive stay at home as advised and SLT consult with DFE and if necessary PHE will action as

			required, following the Track and Trace procedures.
https://www.gov.uk/coronavirus/education-and-childcare	G	All staff have been briefed regarding the school's planned procedures re. 'What Happens if Someone Becomes Unwell at an Education or Childcare Setting'? All staff have had a copy of the RA and Risk mitigation documents which are on the website or shared drive.	Update following new guidance if necessary.
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 are appropriately trained staff to implement mass asymptomatic testing in accordance with guidance (staff only). https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges . Kits are logged and secured in a secure area.	G	Mrs Godden has been trained. Staff only at present in primary schools. Staff who are coming into school, may elect to take part in twice weekly tests. Kits are registered and signed out by staff for use at home by themselves only, with full instructions provided. Kits should be disposed of in the packaging provided in their normal black bin. Results are obtained in 30 minutes and staff should follow protocol in the case of a positive or a void test.	Monitor participation and results.
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 recently.	Nothing further
All staff are due to work from 8 th March. 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. Staff are signposted to support e.g. for mental health, or to manage anxieties.	G	SLT are aware of such support and have emailed web links in minutes to staff. 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. Some professionals involved remotely or in person such as Social care, Speech therapy; social workers etc. and occasional face to face if necessary, following guidelines.	School will follow government guidelines taking into account space e.g. in corridors and size of rooms.
Trainee teachers/TA's are critical workers and can continue their placements in school, trainees can also support the provision of remote education.	G	No trainee teachers were expected this term, one trainee TA.	No change.
Assessment Area 1 pupils	RAG	Action taken	Action to be taken
Remote learning is in place for all pupils not eligible to attend school and has been communicated to parents and pupils. This policy is published on the school website in accordance with guidance.	G	Pupils coded x are entitled to remote learning and work in accordance with the Remote Learning Policy and the Child Protection and Safeguarding policy.	Further training scheduled.
The school is aware of those pupils who are clinically extremely vulnerable. They are expected to follow medical advice –shielding has been reintroduced as appropriate.	A	Pupils identified (minimal) and will follow advice.	Monitor government guidelines/ medical advice to individuals.
Children who are clinically vulnerable are expected back in school.	G	Pupils identified are expected back to school.	Monitor government guidelines.
Awareness of the impact of the crisis on individual pupils / families.	G	Office staff keep lists updated.	Update lists regularly as information comes in.
An updated list of key worker families/ vulnerable pupils who will still need a school place.	G	Office staff keep lists updated.	Update lists regularly as information comes in.
Parents, staff and pupils are expected to follow hygiene procedures, engage with lateral flow tests if they wish, 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. Theses have been printed and displayed. The importance of hygiene will be communicated to children regularly and reinforced periodically through PSHE .	Staff to cascade behaviour expectations regularly.
The parents of pupils with EHCPs have been contacted re return	G	Staff to plan for re-integration.	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.	G	Facemasks are not PPE. They may be worn by staff where distancing cannot be maintained in school. There is a supply of full PPE and face shields in the 1 st Aid room for use if a pupil is suspected of having COVID19.	Monitor stocks.

		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. Shields may be worn in school if required.	
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 most of the time in class with some 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.
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 one gate each for key stage 1&2 and one each for yr R and preschool, only one adult to drop off, slightly staggered times for nursery and KS 1&2. Parent interface at drop off/pick up times discouraged. Parents are encouraged to 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, but will gradually start again according to data and government guidelines. Little Saints will be separated into groups in the hall as numbers are low. Parents must inform school in advance of their requirements so that staff can be allocated accurately. Saturday football and after school clubs will restart without spectators.	Review requirements as necessary.
Assessment Area 2 opening during lockdown	RAG	Action taken	Action to be taken

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 of pupils 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 and will be supervised. Parents to socially distance whilst waiting. 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.	G	Aerial map of the school sent to parents to show where to drop off their children. Parents asked to socially distance at the gates. Toilets 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.	Parent information updated emailed. 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	Soft toys and dressing up clothes put away. However, some class equipment can now be used such as personal number lines ,bead strings etc.	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 if required for the class and lunch.	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	SEND groups and maths groups can re-start 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.	G	Worship will take place in class via Zoom, 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 in the	Monitor extra cleaning of these facilities particularly

		spare class room. Staff room chairs have been turned around to facilitate spacing. 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.	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 installed to facilitate handwashing before lunch and after play.	Monitor regular staggered handwashing and class 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	Extra time allocated to help clean 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 site.	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.
Assessment Area -Cleaning	RAG	Action taken	Action to be taken
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.	Monitor
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). Arrangements are in place to dispose of used PPE .	G	In stock Disposal is in double bags with a quarantine period before putting in municipal waste lorries.	Monitor stocks
Relevant staff know procedures for re-ordering and the thresholds for re-ordering.	G	Cleaning staff will inform office staff	monitor
Assessment Area - safety	RAG	Action taken	Action to be taken
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 DfE, then PHE as necessary and act according to advice outlined in more detail in the risk mitigation document and guidance to schools.	Follow DfE and 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 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.	Monitor
The school follows government guidelines after closure	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/heating systems may now be used. Top trickle ventilation is recommended in the guidance with windows being opened fully during breaks. Heating should be used to maintain comfort levels.	Monitor
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 as necessary. 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,	Monitor compliance

		but the water fountain should not be used for drinking. Cleaning staff still to maintain good hygiene for these.	
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. All staff to maintain cleanliness in the staff room e.g stacking their own cups in the dishwasher.	Monitor
Assessment Area -communication	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.	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 to the office and wait outside until a member of staff comes to help them. 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	The school follows government guidelines which have formed the basis of the risk mitigation document, staff are involved in regular meetings.	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	Regular updates

		(assuming they are well enough). It is expected that parents will engage with the NHS Test and Trace system.	
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. Parents asked to maintain social distancing.	Emailed to parents 3.9.20 and reminders sent through newsletters
Communications to staff and to parents about procedures should they, or a member of their household, have Coronavirus symptoms.	G	Reminder letter to parents as set out in risk mitigation doc.	Emailed to parents 3.9.20 and reminders sent through newsletters
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 contact the office for communications.	Emailed to parents 22.5.20, Sept for new starters, reminders on class Google classrooms.
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 at present, but continue to monitor.	Monitor in case of change.
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	Emergencies and work deemed necessary or in compliance with regulations will be dealt with as they arise following social distancing rules.	Protocols drawn up by head teacher for working in school (after hours wherever possible).
Provide parents with the guidance on safe travel. https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers	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.	Reminders in newsletters as necessary.
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
Assessment Area -staffing	RAG	Action taken	Action to be taken

Maintaining sufficient staff to deploy in the school, enabling social distancing for staff and pupils.	G	All staff expected to work in school. Cover in place to cover absence should it arise. Mr Heather is the nominated lead for remote learning.	Monitor staff health and childcare arrangements.
Ensure consistent staffing	G	Children are in classes taught by their regular staff members. Staff may cross bubbles, according to the guidelines.	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 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.	Monitor
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 be on google classrooms and emailed afterwards. Risk mitigation	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. Staff may wear visors to teach and masks in corridors where 2m distance cannot be maintained.	Monitor
Staff workload, providing for pupils learning in school and at home.	G	Those children learning at home as of necessity will have home learning grids.	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 and some on the One drive..	Monitor staff and pupil family circumstances.
Recruitment processes have been determined, continuing to enable safer recruitment.	G	HR will follow guidelines, urgent appointments only will be made during this time and remote options for selection pursued whilst also following safeguarding procedures.	Review as necessary

Staff induction processes are updated re. new policies/ procedures alongside required checks.	G	New staff have had their induction. Safeguarding training was updated for all staff in January 2021	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.
Visitors		Only necessary visitors will be on site such as social workers, essential maintenance e.g. boilers or contractors, to maintain the safe running of the school e.g. legionella testing. When possible visits will be outside of normal school hours. Records of visits will be kept and hygiene measures and social distancing adhered to.	Monitor and review as necessary
Pupils			
Assessment Area	RAG	Action taken	Action to be taken
The school's behaviour policy is reviewed regularly and communicated to pupils, parents and staff taking into account, for example, safe conduct in school, the expectations of remote learning or during live lessons(in line with current guidance).	G	Policies for behaviour and remote learning have been updated and published on the website. Children are constantly reminded of the need to keep themselves and others safe.	Monitor and review as necessary
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. Seating plans to be drawn up.	Lunch time staff to use walkie-talkies for communication
Ensure that pupils are in the same classes for the majority of the time.	G	Worship will now take place in class, with one KS per week in attendance in the hall. SEND work and maths in library or group rooms can occur class by class with cleaning in between.	Monitor
Following government guidelines for acts of worship some services may take place (The guidance also covers premises when being used for religious gatherings, even when their primary purpose is not for religious gatherings).	G	Once services resume in lower tiers, 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.	Monitor guidelines.

		The school will liaise closely with the church and follow guidelines .	
Groups of pupils are based in the same classroom each day.	G	Classes will be maintained through the day apart from maths and some group work. In class some cleaning will be done of e.g. door handles, 'finger trail' areas, 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 latest guidance released .	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 minimise the sharing of stationery 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 be experiencing anxiety.	G	Staff to support children through PSHE. CHUMS resources on the T-shared.	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. Contact sports and overnight trips are not allowed yet, although this is expected to be lifted as the data allows. Drama and singing will resume as the data allows according to government guidelines.	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	Intimate care needs will be met as usual and staff reminded to wear aprons, gloves etc. Children on EHC plans will have risk assessments carried out in communication with their parents.	Review arrangements in the light of further DFE guidance.
SEND Reviews	G	EHC plan legislation requirements are still in place. SEND reviews will take place remotely. Targets may be rolled over after lockdowns or if the child is shielding.	Review arrangements in the light of further DFE guidance on face to face meetings.
Vulnerable Children		Those on SEND support plans may be offered extra support as necessary e.g. help to manage change. Those with medical conditions may need support to receive education in line with their peers.	Monitor
Tests		KS1&2 statutory tests have been cancelled for Summer 2021. The dFE is currently planning for resumption of testing during 21-22 academic year.	Review arrangements in the light of further DFE guidance
Implementation Transition 3			
Assessment Area	RAG	Action taken	Action to be taken
Children transferring to middle school will make choices for next year.	G	Parents have had emails and make choices. Once they know their next schools, SENCO's make contact with each other. Vulnerable or children with SEND may have extra transition arrangements made for them to ensure a smooth transfer.	SENDCO contact as appropriate.
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
Safeguarding 4			
Assessment Area	RAG	Action taken	Action to be taken
Any additional risk assessments required to safeguard vulnerable children .	G	Children with an EHC plan will have risk assessments carried out. Lists of vulnerable children as above. Staff to monitor all vulnerable children on return to school and in case of further lockdown.	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 by email.	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. In the extremely unlikely event that no Dsl is available by phone the school would have to close.	Monitor availability.
Are all staff aware of LA arrangements for contacting the LADO, MASH, social workers.	G	As per yearly safeguarding training. Professionals may attend children on site if necessary.	Updated Jan 2021
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.
Assessment Area -Governors	RAG	Action taken	Action to be taken
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 take place via zoom or phone.	Continue
Governors meetings are held on zoom.	G	Governors attend zoom meetings.	Continue zoom and email communication
Governors know how they will support Leaders 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/zoom calls.	Continue
Governors/ leaders have determined how they will communicate the intended plans during gradual lifting of restrictions.	G	Email to all parents at the start of term.	Continue to update parents in the light of further DFE guidance
Financial/business/resourcing 5			
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.

Staffing for Little Saints, pre-school, catering kept under review as the situation changes.	G	Staff unfurloughed as necessary to minimise losses.	Continue to update in the light of further guidance and as need arises.
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.	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>
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.
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.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
- <https://www.gov.uk/government/publications/covid-19-response-spring-2021>
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf
- <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>
- <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>

- <https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees>
- <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- [COVID-19: cleaning of non-healthcare settings guidance](#)