

# Coronavirus (COVID-19): risk assessment for All Saints' CE Primary School, Ilkley



*The full risk assessment is below. Here is the short-read summary of All Saints' approach to schooling as of January 12<sup>th</sup>, 2021.*

**Following PM Boris Johnson's announcement on January 4th 2021, schools are only open to vulnerable children and children of critical workers (see definitions [here](#)) until 'at least February half term' (i.e. 12th February 2021).**

- Critical workers: We asked critical workers to identify themselves through a survey to all parents and carers. They had until January 8<sup>th</sup> to decide on whether or not they would take up a school place for their children. We hold information on many families as to their critical worker status, and others are being followed up. Clarification from the government was published on January 7th that only one parent/carer needed to be a critical worker to qualify for a school place.
- Vulnerable learners were identified through existing school systems and offered school places. Because the definition had in-built discretionary criteria, some of these pupils were identified through conversations with staff. Siblings of vulnerable pupils were also offered places in school to help with the logistics of childcare for families.
- Pupil numbers: We have 40% of pupils in school at the moment. Many primary schools nationally and locally are reporting considerably higher numbers than during the March 2020 lockdown, mainly down to the extended government guidance on the definition of critical workers (*"It is important that on-site provision is provided for these pupils, and there is no limit to numbers of these pupils who may attend and schools should not limit attendance of these groups."* – 'Restricting attendance during the national lockdown: schools' – DfE, published January 7<sup>th</sup> 2021)
- Structure of bubbles: As we are 1.5 - 2 form entry throughout school, we adjusted staffing with the aim of each teacher undertaking one week of face-to-face teaching, followed by one week of monitoring remote learning for their year group. This also maintains tighter and safer bubbles of pupils in school and provides better opportunity for continuity of educational offer (i.e. learning content in school is mirrored for remote learners at home).
- Working practices: Teaching staff have the opportunity to work remotely when they feel it is appropriate; support staff in various roles who can work from home will do so but those who cannot are expected to be in work, in line with guidance from HR.
- Remote Education: Teams Our approach to remote education has improved significantly: whilst our remote education plan in the event of positive cases/class closures (published on our website on September 30<sup>th</sup> 2021) used the school website (to publish overviews and links for home learning), emails (for submitting work) and Zoom (for virtual meetings), we have now transitioned to using Microsoft Teams. Staff have had initial training on Teams and have since worked very quickly to get up to speed on this digital learning platform. Virtual sessions to train and help parents access remote education have been attended by 120 parents/carers so far and will similar sessions will continue to be offered more widely.
- Structure of remote education: Following a staff meeting on January 7<sup>th</sup>, it was agreed that an overview of the week's work ahead would be uploaded to Teams by the weekend by all year groups, and virtual class check-ins will take place two or three times per week for pupils at set times. Pupils working remotely submit assignments online (through Teams) which are then given feedback by a teacher from their year group; expectations about the frequency of this feedback and the content and frequency of live virtual inputs are being reviewed with staff in the coming days.
- Parent/carer voice: Survey to parents and carers about remote education had a 98% engagement rate. Along with views gathered from the virtual training sessions and from conversations with families, these findings will inform our remote education offer as it evolves.

Assessment conducted by: <b>Michele Robinson</b> <b>Joe Cooper</b> <b>Rachael Sugden</b>	Job title: <b>Headteacher</b> <b>Deputy Head &amp; DSL</b> <b>School Business Manager</b>	
Date of assessment: 12 <sup>th</sup> January 2021	Review interval: Monthly or as required	Date of next review: February 2021
<b>Related documents</b>		
<a href="#"><u>Coronavirus (COVID-19): Staff Handbook, Coronavirus (COVID-19): Contingency Plan, Social Distancing Policy, Infection Control Policy, Coronavirus (COVID-19): Test Kit Policy, Coronavirus (COVID-19): Rapid Testing Policy, Ill Health and Infectious Disease Risk Assessment, First Aid Policy, Fire Safety Policy, Fire Safety Risk Assessment, COSHH Policy, Administering Medication Policy, Premises Management Policy, Child Protection and Safeguarding Policy, Staff Wellbeing Policy, Supporting Pupils with Medical Conditions Policy, Bereavement Policy, Attendance and Absence Policy, Working from Home and Overtime Policy, Working from Home Risk Assessment, Coronavirus (COVID-19): Vulnerable Individuals Risk Assessment</u></a>		

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
<b>[Updated]</b> Awareness of policies and procedures	<b>H</b>	<ul style="list-style-type: none"> <li>All staff and volunteers are aware of all relevant policies and procedures, including, but not limited to, the following:               <ul style="list-style-type: none"> <li><a href="#">Health and Safety Policy</a></li> <li><a href="#">Infection Control Policy</a></li> <li><a href="#">Social Distancing Policy</a></li> <li><a href="#">First Aid Policy</a></li> <li><a href="#">Behavioural Policy</a></li> <li><a href="#">Coronavirus (COVID-19): Staff Handbook</a></li> </ul> </li> </ul>	Y	HT	Ongoing	M
		<ul style="list-style-type: none"> <li>Pupils are supported to understand and follow the relevant school policies and procedures, including, but not limited to, the following:               <ul style="list-style-type: none"> <li><a href="#">Health and Safety Policy</a></li> <li><a href="#">Infection Control Policy</a></li> <li><a href="#">Social Distancing Policy</a></li> <li><a href="#">Behavioural Policy</a></li> </ul> </li> </ul>	Y	HT	Ongoing	M
		<ul style="list-style-type: none"> <li><b>[Updated]</b> All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>The Health Protection (Notification) Regulations 2010</li> <li>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>DfE (2021) 'Actions for schools during the coronavirus outbreak' (See COVID-19 area of website).</li> </ul> </li> </ul>	Y	HT	Ongoing	M
		<ul style="list-style-type: none"> <li>Staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing.</li> </ul>	Y	HT/DSL	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>The school keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>- DfE</li> <li>- NHS</li> <li>- PHE</li> <li>- Department of Health and Social Care</li> <li>- The school's local health protection team (HPT)</li> </ul> </li> <li>All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control procedures and social distancing arrangements via <a href="#">email</a>.</li> <li>Pupils are made aware of the measures that are in place, e.g. infection control and behaviour expectations, via various methods, including visual aids around the school and reminders from staff.</li> <li>The <a href="#">SBM</a> conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school's current operations.</li> <li>The <a href="#">SLT</a> reviews relevant school policies to ensure they account for new provisions.</li> </ul>	Y	HT/DSL	Ongoing	M
			Y	HT/SBM	Ongoing	M
			Y	HT	Ongoing	M
			Y	SBM	Ongoing	M
			Y	SLT	Ongoing	M
Heating and ventilation		<ul style="list-style-type: none"> <li>The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is maintained.</li> <li>Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required.</li> <li>The <a href="#">site manager</a> checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents.</li> <li>All ventilation systems remain energised in normal operating mode.</li> <li>Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible.</li> </ul>	Y	Site Mngr (SM)	Ongoing	L
			N/A	N/A	N/A	
			Y	SM	Ongoing	L
			Y	SM	Ongoing	L
			Y	SM	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible:               <ul style="list-style-type: none"> <li>Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs</li> <li>High level windows are opened in preference to low level to reduce draughts</li> <li>Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes</li> </ul> </li> </ul>	Y	SM	Ongoing	M
Fire safety and evacuation routes		<ul style="list-style-type: none"> <li>A suitably trained individual ensures that all fire detection, alarm system, fire extinguisher and sprinkler checks are up-to-date.</li> </ul>	Y	HT	Ongoing	M
		<ul style="list-style-type: none"> <li>The <u>fire safety officer</u> and <u>headteacher</u> ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed.</li> </ul>	Y	HT	Ongoing	M
		<ul style="list-style-type: none"> <li>The <u>headteacher</u> identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers, pupils, parents and contractors.</li> </ul>	Y	HT	Ongoing	M
Lifts, automatic doors and plant equipment		<ul style="list-style-type: none"> <li>Lifts are only used by one individual at any one time to ensure social distancing can be maintained.</li> </ul>	Y	HT	Ongoing	M
Cleaning		<ul style="list-style-type: none"> <li>The <u>site manager</u> implements a cleaning schedule that ensures cleaning is generally enhanced and includes:</li> </ul>	Y	HT/SM	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>- More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups.</li> <li>- Frequently touched surfaces being cleaned more often than normal.</li> <li>- Provision for ensuring toilets are cleaned regularly.</li> <li>• Dining areas are cleaned between use by different pupil groups, known as 'bubbles'.</li> <li>• Where necessary, the number of rooms used by staff and volunteers is limited to avoid the spread of infection.</li> <li>• The necessary areas of the school are deep cleaned with suitable cleaning agents and in line with the <a href="#">COSHH Policy</a>.</li> <li>• All areas that remain temporarily closed, or partially closed for cleaning or infection control purposes, are clearly signposted.</li> <li>• Adequate amounts of suitable cleaning agents are available.</li> <li>• PPE is available to members of staff who require it to carry out cleaning safely.</li> </ul>	Y	HT/SM	Ongoing	M
			Y	HT/SM	Ongoing	M
			Y	HT/SM	Ongoing	M
			Y	HT/SM	Ongoing	M
			Y	HT/SM	Ongoing	M
			Y	HT/SM	Ongoing	M
Minimising contact with potential or confirmed coronavirus cases		<ul style="list-style-type: none"> <li>• <b>Anyone who displays symptoms of coronavirus, or who has tested positive in the last 10 days, does not enter the school premises.</b></li> <li>• Parents are informed via ParentPay not to bring their children to school or onto the school premises if they show symptoms of coronavirus and/or believe they have been exposed to coronavirus.</li> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty breathing and a high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>• Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance and the</li> </ul>	Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p><u>Infection Control Policy</u>, and any individuals with symptoms are sent home as soon as possible.</p> <ul style="list-style-type: none"> <li>Pupils awaiting collection are moved to a room where they can be isolated behind a closed door. If it is not possible to isolate the pupil, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the pupil.</li> <li>Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the <u>Infection Control Policy</u>.</li> <li>If the pupil needs to use the toilet while awaiting collection, they use a separate bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>Emergency assistance is called immediately if the pupil's symptoms worsen.</li> <li>PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres.</li> <li>Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds.</li> <li>The area around the symptomatic individual is cleaned with normal household bleach after they have left the premises.</li> <li>Staff members who have helped someone with symptoms and any pupils who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive.</li> <li>The school does not routinely take the temperature of pupils.</li> <li>The school refuses to admit a pupil who is displaying symptoms of coronavirus and their parents are insisting their child attends if, in its</li> </ul>	Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M
			Y	HT/SM	Ongoing	M
			Y	HT	Ongoing	M
			Y	HT	Ongoing	M
			Y	HT/DSL	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		reasonable judgement, the pupil poses a risk of infection to other members of the school community.				
Test and trace		<ul style="list-style-type: none"> <li>Staff members and parents are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to:               <ul style="list-style-type: none"> <li>Book a Polymerase Chain Reaction (PCR) test if they (or their child) display symptoms.</li> <li>Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.</li> <li>Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.</li> </ul> </li> <li>Anyone in school who displays symptoms is encouraged to get a PCR test.</li> <li>If the school believes a symptomatic individual may face barriers to accessing a PCR test elsewhere, the school provides them with a home testing kit.</li> <li>Test kits stored on the school site are stored securely at ambient room temperature (5 to 22°C).</li> <li>The school will consider offering a symptomatic staff member a testing kit if they cannot otherwise access testing quickly and if the individual is vital to the running of the school.</li> <li>Testing kits are delivered safely and with due regard for transmission risk, e.g. the kit is posted to the individual's address.</li> <li>Kits are not given directly to pupils but are instead given to the pupil's parent or carer.</li> </ul>	Y	HT/DSL	Y	Y
			Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>Parents and staff are asked to inform the school immediately of test results.</li> <li>If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating as long as:               <ul style="list-style-type: none"> <li>Everyone they live with who has symptoms tests negative.</li> <li>Everyone in their support bubble who has symptoms tests negative.</li> <li>They were not told to self-isolate for 10 days from the day after contact with the individual who tested positive by NHS Test and Trace.</li> <li>They feel well.</li> </ul> </li> <li>If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough, or loss of or change in their sense of smell or taste. Other members of their household are required to continue self-isolating for the full 10-day period.</li> <li>Pupils and staff are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately.</li> <li>Individuals who test positive are encouraged to report the result on the NHS Test and Trace app.</li> <li>If a pupil receives notification, the school ensures appropriate arrangements are in place for the pupil to self-isolate and begin remote learning.</li> <li>If a member of staff receives notification that they need to self-isolate, the school will consider the action that needs to be taken to ensure continuity of education.</li> </ul>	Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Confirmed cases of coronavirus		<ul style="list-style-type: none"> <li>Parents are informed, via ParentPay, of how the school responds to confirmed cases of coronavirus.</li> </ul>	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> <li>Where an individual in the school community tests positive for coronavirus, the <a href="#">headteacher</a> contacts the appropriate service immediately: Bradford LA during term time and PHE during school holidays.</li> </ul>	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> <li>Individuals at school who have been in close contact with someone who has tested positive are sent home immediately to self-isolate for 10 days. Close contact is defined as follows:               <ul style="list-style-type: none"> <li>- Direct close contacts: face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)</li> <li>- Proximity contacts: extended close contact (within one to two metres for more than 15 minutes) with an infected individual</li> <li>- Travelling in a small vehicle, like a car, with an infected person</li> </ul> </li> </ul>	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> <li>Household members of individuals who are sent home do not need to self-isolate unless the individual they live with develops symptoms.</li> </ul>	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> <li>A record is kept of pupils and staff in each bubble and of any close contact between individuals at school.</li> </ul>	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> <li>Where required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared.</li> </ul>	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> <li>The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation.</li> </ul>	Y	HT/DSL	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>If the school has two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the local HPT.</li> </ul>	Y	HT/DSL	Ongoing	M
Hand cleaning and respiratory hygiene		<ul style="list-style-type: none"> <li>Suitable handwashing facilities are provided for individuals to wash their hands regularly and at the following intervals:               <ul style="list-style-type: none"> <li>- Arrival at school</li> <li>- Return from breaks</li> <li>- A change in rooms</li> <li>- Before and after eating</li> </ul> </li> </ul>	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> <li>There is an adequate amount of handwashing stations, which are kept well-supplied with soap and running water or hand sanitiser.</li> </ul>	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> <li>Adequate amounts of tissues and bins are available in the relevant areas.</li> </ul>	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> <li>Visual aids are displayed throughout the school reminding pupils to wash their hands regularly and follow the 'catch it, bin it, kill it' approach.</li> </ul>	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> <li>Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any.</li> </ul>	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> <li>Pupils are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in lidded bins.</li> </ul>	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> <li>Pupils wash their hands after they have coughed or sneezed.</li> </ul>	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> <li>Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices.</li> </ul>	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> <li>Individual risk assessments are conducted for pupils with complex needs who struggle to maintain good respiratory hygiene.</li> </ul>	Y	HT/DSL	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Social distancing		<ul style="list-style-type: none"> <li>The <a href="#">Social Distancing Policy</a> is shared with all relevant members of the school community and adhered to as far as possible.</li> <li>Pupils are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures.</li> <li>Pupils are separated into bubbles.</li> <li>[Primary schools] Most bubbles are the size of a full class and pupils do not mix with those outside of their bubble.</li> <li>Staff can move between bubbles, but minimise close contact with others whilst doing so.</li> <li>Staff maintain a two-metre distance from each other and from pupils, where possible. Where maintaining a two-metre distance is not possible, staff avoid close face-to-face contact and minimise the time spent within one metre of anyone.</li> <li>The school implements other social distancing measures where necessary, e.g. one-way systems in busy corridors and staircases.</li> <li>The school assesses the ability of pupils with SEND to follow social distancing procedures, and additional measures are put in place if they require extra support to follow these measures.</li> <li>Pupils' EHC plans are provided as normal.</li> <li>Classrooms are adapted to support social distancing, appropriate to each Key Stage, including seating pupils side-by-side and facing forwards, and moving furniture out of classrooms to make more space.</li> <li>Visual aids are used to display social distancing measures where necessary.</li> </ul>	Y (all)  As above	HT/DSL (all)	Ongoing (all)	M (all)

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• Pupils take breaktimes and lunchtimes in their bubbles, and these breaks are staggered throughout the day.</li> <li>• Lesson start and end times are staggered to reduce the number of pupils in the corridors at once.</li> <li>• Assemblies are staggered throughout the day and conducted within pupils' bubbles.</li> <li>• Start and finish times for the school day are staggered.</li> <li>• Pick-up and drop-off times are staggered to reduce the number of parents on or near the school premises at once.</li> <li>• Parents are briefed on new provision for the drop-off and collection of their children.</li> <li>• The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required.</li> <li>• Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the <u>headteacher</u> assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential.</li> <li>• Where first aid must be administered in close proximity, those administering it undertake infection control measures immediately afterwards, in line with HSE guidance.</li> <li>• Supply teachers, peripatetic teachers and other temporary staff members can move between schools. They minimise their contact with other staff members and maintain as much distance as possible from other individuals.</li> <li>• Arrangements are made to enable specialists, therapists, clinicians, and other support staff for pupils with SEND to continue to provide interventions as usual.</li> </ul>	As above			

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		<ul style="list-style-type: none"> <li>Pupils whose behaviour is purposefully contrary to the social distancing measures in place are managed in line with the <a href="#">Behavioural Policy</a>.</li> <li>Parents are informed of the social distancing rules they must follow on or near the school premises, e.g. not congregating outside the school when waiting to pick up their children.</li> </ul>				
Resources		<ul style="list-style-type: none"> <li>Staff and pupils have their own individual and frequently used items, e.g. pencils and pens.</li> <li>Classroom resources, e.g. books and games, can be shared within a bubble and are cleaned regularly.</li> <li>Resources that are shared between bubbles, e.g. sports equipment, are thoroughly cleaned before they are used by a different bubble or rotated to allow them to be left unused for 48 hours (or 72 hours for plastics) between use by different bubbles.</li> <li>Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationery and mobile phones.</li> <li>Pupils are encouraged not to bring bags to school unless necessary.</li> <li>Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rotation is put in place.</li> </ul>	Y     As above	HT/DSL	Ongoing	M
PPE and face coverings		<ul style="list-style-type: none"> <li>PPE is provided to staff who need to provide intimate care for pupils in need and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained.</li> <li>Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties.</li> <li>Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins.</li> </ul>	Y	HT/DSL/SM	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area.</li> <li><b>[Primary schools in tier 2, 3 or 4 areas only]</b> Wearing of face coverings by staff is encouraged in designated areas, where social distancing cannot easily be maintained. Visitors are encouraged to wear a face covering when on the school premises, particularly where social distancing cannot easily be maintained.</li> <li>Individuals are provided with clear instructions on how to put on, remove, store and dispose of face coverings.</li> <li>Face coverings may be worn in classrooms, as required.</li> <li>The school does not require face coverings to be worn by those exempt from doing so.</li> <li>Staff and pupils are not prevented from entering or attending school on the grounds that they are not wearing a face covering.</li> <li>The school has a contingency supply of face coverings.</li> </ul>				
Mental health and wellbeing		<ul style="list-style-type: none"> <li>The <b>SLT</b> nominates a lead member of staff to receive training as part of the Wellbeing for Education Return programme, who can then disseminate the learning and practice to staff and pupils within the school.</li> <li>Staff are vigilant in discerning pupil mental health and report any concerns to the Pupil Support Worker and SENDCo.</li> <li>The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic.</li> <li>Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships.</li> </ul>	Y	HT/SLT	Ongoing	M
			Y	HT/Staff	Ongoing	M
			Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M
			N	HT/DSL	Jan 2021	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>Pupil and parent surveys are sent out to assess how they feel about being on the school site and to enable staff to act on any concerns pupils and parents may have.</li> <li>Staff and volunteer surveys are sent out to assess how they feel about being on the school site and enable the <a href="#">SLT</a> to act on any concerns staff and volunteers may have.</li> <li>The <a href="#">SLT</a> discusses the implications on staff and pupil workload and puts a plan in place to minimise the risk of stress.</li> <li>The <a href="#">headteacher</a> and the <a href="#">SENCO</a> identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available.</li> <li>Teachers and the <a href="#">SENCO</a> work together to ensure pupils with SEND are prepared for changes to their routine.</li> <li>The <a href="#">headteacher</a> and <a href="#">DSL</a> ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support.</li> <li>The <a href="#">DSL</a> ensures that adequate pastoral care is in place to support pupils and staff who require it.</li> <li>Safeguarding issues are managed in line with the <a href="#">Child Protection and Safeguarding Policy</a>.</li> <li>Staff and pupil bereavement is managed in line with the <a href="#">Bereavement Policy</a>.</li> </ul>	<p>N</p> <p>Partially</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>N</p>	<p>HT/DSL</p> <p>HT/SLT</p> <p>HT/SENCO</p> <p>HT/Teaching Staff/SENCO</p> <p>HT/DSL</p> <p>HT/DSL</p> <p>HT/DSL</p> <p>DSL</p>	<p>Jan 2021</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p>
Protecting clinically vulnerable individuals		<ul style="list-style-type: none"> <li><a href="#">[Schools in tier 4 areas only]</a> Clinically extremely vulnerable pupils do not attend on site provision. These pupils are provided with remote education.</li> <li><a href="#">[Schools in tier 4 areas only]</a> Clinically extremely vulnerable staff are supported to work from home. If the staff member is unable to work from</li> </ul>		HT/DSL	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>home, they will not be required to come to school. Clinically extremely vulnerable staff continue to be paid on their usual terms.</p> <ul style="list-style-type: none"> <li>• <b>[Schools in tier 1, 2 and 3 areas only]</b> Clinically extremely vulnerable pupils continue to attend on site provision, unless they have been advised by their GP or clinician to not attend.</li> <li>• <b>[Schools in tier 1, 2 and 3 areas only]</b> Clinically extremely vulnerable staff continue to attend school, unless they have been advised not to by their GP or clinician.</li> <li>• <b>[Schools in tier 3 areas only]</b> Clinically extremely vulnerable staff have discussions with their <b>line managers</b> about the flexibilities that can be put in place to support them.</li> <li>• Pupils and staff who live with someone who is clinically extremely vulnerable or clinically vulnerable still attend school.</li> <li>• A separate risk assessment is carried out for pregnant staff.</li> <li>• Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment.</li> <li>• Staff who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation, are supported to take a more precautionary approach.</li> <li>• The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required.</li> <li>• Line managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place.</li> <li>• The <b>SLT</b> considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety.</li> </ul>	Y			

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>If required, staff can adjust their working hours, as agreed by the <a href="#">SLT</a>.</li> <li>The <a href="#">headteacher</a> ensures that the school can be adequately and safely staffed.</li> </ul>				
Attendance		<ul style="list-style-type: none"> <li>Parents are informed that the usual rules on school attendance apply – this means parents have a duty to ensure that their child attends regularly.</li> <li>The attendance register is taken as normal and absences are followed up, in line with the <a href="#">Attendance and Absence Policy</a>.</li> <li>Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately.</li> <li>Where a pupil is unable to attend school due to their parents following clinical and/or public health advice, their non-attendance is not penalised.</li> <li>Any concerns from staff, parents and pupils about being on school site are discussed between appropriate individuals.</li> <li>Pupils who are reluctant or anxious to attend school are identified and relevant staff members develop plans to reengage these pupils.</li> <li>Staff and pupils who have returned to the UK from foreign countries within the last month complete the necessary quarantine period, as outlined in the government's guidance, before attending school.</li> </ul>	Y       As above	HT/DSL	Ongoing	M
[Updated] Access to learning		<ul style="list-style-type: none"> <li>The <a href="#">headteacher</a> and curriculum leaders work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material.</li> <li>The <a href="#">headteacher</a> and curriculum leaders identify what provision can be reasonably provided for pupils with EHC plans.</li> <li>A separate risk assessment is conducted to identify what additional support pupils with EHC plans require to make a successful return to education.</li> </ul>		HT/DSL	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>Where appropriate, pupils with EHC plans and their parents are involved in the planning for their return to school.</li> <li>The <a href="#">headteacher</a> and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all pupils who are learning remotely, e.g. those sent home to self-isolate as a precaution.</li> <li><b>[Updated] [KS1]</b> The <a href="#">headteacher</a> ensures that pupils taught remotely in KS1 are set work that as a minimum covers three hours a day on average.</li> <li><b>[KS2]</b> The <a href="#">headteacher</a> ensures that pupils taught remotely in KS2 are set work that as a minimum covers four hours a day.</li> <li>Teachers consider how to support the educational needs of disadvantaged pupils and pupils with SEND.</li> <li>Significant gaps in pupils' knowledge are identified and addressed to help meet the aim of a return to the school's normal curriculum by Summer term 2021.</li> <li>The government's catch-up funding is utilised to ensure pupils receive the support they need to catch-up on learning lost due to the coronavirus pandemic.</li> </ul>	Y       As above			
Extra-curricular activities and wraparound provision		<ul style="list-style-type: none"> <li>The school remains up-to-date with guidance on their local restriction tier which may affect the extra-curricular activities and wraparound care provided.</li> <li>The <a href="#">SLT</a> determines whether before- and after-school clubs can take place.</li> <li>Before- and after-school clubs are not made available to pupils if doing so would put them at an increased risk of contracting coronavirus.</li> <li>A reduced number of pupils per session attend before- and after-school clubs – groups contain no more than <a href="#">15</a> pupils.</li> </ul>	Y	HT/DSL	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>Clubs are run in line with protective measures, e.g. keeping pupils in their bubbles where possible.</li> </ul>				
Teaching music, dance and drama		<ul style="list-style-type: none"> <li>The teaching staff ensure the relevant protective measures are in place to minimise the risk of coronavirus transmission, e.g. limiting the sizes of groups, and exploring alternatives to singing and use of wind instruments.</li> </ul>	Y	HT/Teaching Staff	Ongoing	L
Performing arts		<ul style="list-style-type: none"> <li>The school does not conduct any performances with an audience during this period.</li> </ul>	Y	HT	Ongoing	M
Sports and physical activities		<ul style="list-style-type: none"> <li>Additional measures are implemented for sports provision as appropriate, e.g. no physical contact, appropriate social distancing, smaller groups.</li> <li>Pupils are kept in consistent groups and sports equipment is thoroughly cleaned between each use by different groups.</li> <li>Outdoor sports are prioritised where possible.</li> <li>Large indoor spaces with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible.</li> <li>Indoor sports maximise distance between pupils and pay scrupulous attention to cleaning and hygiene.</li> <li>The <a href="#">headteacher</a> decides if it is safe to work with external coaches, clubs and organisations for curricular and extra-curricular activities and considers how such arrangements operate within the school's wider protective measures.</li> <li><b>[Schools in tier 4 areas only]</b> PE, sport and physical activity provided by the school to its own pupils under its system of controls can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons.</li> <li><b>[Schools in tier 4 areas only]</b> Competition between different schools does not take place.</li> </ul>	Y  As above	HT/Teaching Staff	Ongoing	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Safeguarding		<ul style="list-style-type: none"> <li>Vulnerabilities and needs of pupils learning from home will be given extra consideration as appropriate.</li> </ul>	Y	HT/DSL	Ongoing	M
Behaviour expectations		<ul style="list-style-type: none"> <li>Pupils who are struggling to reengage with school are supported appropriately.</li> </ul>	Y	HT/DSL	Ongoing	M
Catering		<ul style="list-style-type: none"> <li>The Catering Manager liaises with catering providers to ensure the kitchens can remain fully open throughout the term and food is prepared and delivered in line with the DfE's '<a href="#">Guidance for food businesses on coronavirus (COVID-19)</a>'.</li> <li>FSM or food parcels will be provided for eligible pupils who are not attending school where they:               <ul style="list-style-type: none"> <li>Are self-isolating.</li> <li>Have had symptoms or a positive test result.</li> <li>Are a close contact of someone who has had coronavirus.</li> <li>Are not attending as a result of local restrictions advised by the government.</li> </ul> </li> </ul>	Y  Y	HT/Catering Manager	Ongoing	M
Transport		<ul style="list-style-type: none"> <li>Where necessary, dedicated school transport is restricted to essential use only, and infection control and social distancing measures are implemented.</li> </ul>	Y	HT	Ongoing	M
Uniform		<ul style="list-style-type: none"> <li>Expectations of uniform are communicated to pupils and parents.</li> <li>To mitigate thermal discomfort caused by increased ventilation, pupils are able to wear additional, suitable indoor items of clothing in addition to their usual uniform – where this occurs, no additional financial pressure is placed on parents.</li> </ul>	Y	HT	Ongoing	L

[illegible]

[illegible]

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>Any changes to infection prevention and control measures are clearly communicated to staff, pupils and parents.</li> <li>The <a href="#">headteacher</a> considers whether maintaining social distancing between staff and pupils may be enhanced and pupil groups made smaller, due to the reduced numbers on site.</li> </ul>				
Safeguarding		<ul style="list-style-type: none"> <li>The <a href="#">DSL</a> reviews the school's <a href="#">Child Protection and Safeguarding Policy</a> to ensure that it reflects the national restrictions and remains effective.</li> <li>Staff are made aware of any changes to the <a href="#">Child Protection and Safeguarding Policy</a>.</li> <li>The <a href="#">DSL</a>, or their deputy, is available on site, where possible. Where this is not possible, a member of the SLT takes responsibility for coordinating safeguarding on site and the <a href="#">headteacher</a> considers implementing one of the following: <ul style="list-style-type: none"> <li>Making arrangements for the <a href="#">DSL</a>, or their deputy, to be contacted via phone or online video, e.g. if they are working from home</li> <li>Sharing a <a href="#">DSL</a>, or deputies, with other schools remotely</li> </ul> </li> </ul>	Y  As above	HT/DSL	Ongoing	M
Workforce		<ul style="list-style-type: none"> <li>The school supports staff to work from home where appropriate.</li> <li>Clinically extremely vulnerable staff do not attend the school site and the school supports them to work from home.</li> <li>Clinically vulnerable staff continue to attend the school site where it is not possible to work from home.</li> <li>Clinically vulnerable staff and staff that may be at increased risk from coronavirus, e.g. pregnant staff, are given the opportunity to discuss their concerns with the <a href="#">headteacher</a> about working on the school site, where required. The <a href="#">headteacher</a> explains the infection control measures in place on the school site.</li> </ul>	Y	HT	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>The school reviews the <a href="#">Pregnant Staff Risk Assessment</a> to ensure it mitigates risks related to public health advice during the national lockdown.</li> <li>The school engages supply teachers and other temporary staff to assist in delivering on-site provision, where required.</li> <li>The school ensures all temporary and peripatetic staff are informed of the school's infection control measures and operations.</li> <li>ITT trainees continue to attend the school site in line with public health guidance.</li> </ul>				
Wellbeing		<ul style="list-style-type: none"> <li>The school reminds pupils, parents and staff of the channels of support for wellbeing concerns available to them and how to access them, both at the school and from external organisations.</li> <li>The school reassures pupils, parents and staff that, although this period of national lockdown may impact negatively on their wellbeing, the channels of support at school remain available to them.</li> <li>The school endeavours to maintain a sense of school community for its members during this period, including organising virtual social events and maintaining regular contact with members of the school community not attending the school site.</li> </ul>	Y	HT/DSL	Ongoing	M
Remote learning		<ul style="list-style-type: none"> <li><b>[Primary schools]</b> The <a href="#">headteacher</a> ensures that pupils taught remotely in EYFS and KS1 are set work that as a minimum covers three hours a day on average, and ensures that pupils taught remotely in KS2 are set work that as a minimum covers four hours a day.</li> <li>Teaching staff deliver all remote education in line with the expectations set out in the <a href="#">Pupil Remote Learning Policy</a>.</li> <li>The <a href="#">headteacher</a> ensures that all teaching staff understand these expectations and know how to seek help if they feel unable to meet them.</li> </ul>	Y	HT/DSL	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>The school informs parents that they should raise any concerns about the quality of the school's remote education offer with the <a href="#">Headteacher</a>.</li> </ul>				
School meals		<ul style="list-style-type: none"> <li>The school continues to provide FSM to all eligible pupils.</li> <li>Eligible pupils attending the school site receive FSM as normal and eligible pupils learning remotely receive either food parcels or food vouchers.</li> <li>The Catering Manager liaises with catering staff to arrange any necessary adaptations to the school's existing catering offer, in light of reduced attendance at the school site.</li> </ul>	Y	HT/Catering Manager	Ongoing	M
Uniform		<ul style="list-style-type: none"> <li>The school considers relaxing its <a href="#">School Uniform Policy</a> during this period and communicates any changes to all relevant stakeholders.</li> </ul>	Y	HT	Ongoing	L
Transport		<ul style="list-style-type: none"> <li>The school continues to provide existing transport services to the school site for pupils eligible to attend.</li> </ul>	Y	HT	Ongoing	M
Educational visits		<ul style="list-style-type: none"> <li>The school does not conduct any educational visits during the period of national lockdown.</li> </ul>	Y	HT	Ongoing	L
Estates management		<ul style="list-style-type: none"> <li>The <a href="#">site manager</a> and <a href="#">headteacher</a> review and check fire safety management plans in line with the operational changes, e.g. reduced attendance and social distancing requirements.</li> </ul>	Y	HT/SM	Ongoing	M
Physical education and sports		<ul style="list-style-type: none"> <li>The school does not participate in any competitions with another school during this period.</li> <li>The school continues to provide physical education to pupils attending the school site in line with the particular measures set out in the main body of this risk assessment.</li> <li>The school encourages pupils, including those learning remotely, to engage in physical activity during the period of national lockdown, including activities such as active miles.</li> </ul>	Y	HT	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>Staff consider whether any changes need to be made to physical education teaching to ensure pupils learning remotely continue to benefit from a high-quality standard of teaching.</li> </ul>				