

**Coronavirus (COVID-19): Risk Assessment Action Plan for potential opening from September 2020**

## The Earls High School

Assessment conducted by: Jamie Fox	Job title: Head teacher	Covered by this assessment:
Date of assessment: 1 <sup>st</sup> March 2021	Date of next review: tbc	In this document, the updated areas since the previous risk assessment are highlighted yellow.

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

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment (this must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school**.
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents below:
  - [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)
  - [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

<b>Key:</b>	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context.
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk	H	To ensure that all relevant guidance is followed and communicated: <ul style="list-style-type: none"> <li>The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care, PHE and trade unions, and review its risk assessment accordingly</li> <li>Risk assessment published on school and trust website</li> <li>Pupils updated via classrooms/email/text as necessary.</li> <li>Any change in information to be shared with Chair of Governors and passed on to parents and staff by email</li> </ul>	L	L	FOX	Ongoing	
					FOX	Ongoing	
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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, the school has the most recent information from the government, and this is distributed throughout the school community.					
Poor communication with parents and other stakeholders	H	<ul style="list-style-type: none"> <li>All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems</li> <li>Headteacher to share risk assessment with all staff</li> <li>Parents notified of risk assessment plan and shared with parents via email, website and post for those without electronic communications.</li> <li>Hard to reach parents will be contacted by pastoral team</li> </ul> <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	L	L	FOX FOX FOX TOU	Ongoing Ongoing 10 <sup>th</sup> July '20 8 <sup>th</sup> June '20	
Lack of awareness of policies and procedures	H	<ul style="list-style-type: none"> <li>School leaders will ensure that all policies impacted on by coronavirus controls are updated</li> <li>All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>Health and Safety Policy</li> <li>Infection Control Procedures</li> <li>First Aid Policy</li> <li>Intimate care policy</li> </ul> </li> </ul>	L	L	WAD HoFs SLT	1 <sup>st</sup> June '20 and ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>- Behaviour policy</li> <li>- Staff absence reporting procedures</li> <li>- Detailed plans for reopening</li> <li>• 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 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE)(2017) ‘Health protection in schools and other childcare facilities’</li> <li>- DfE and PHE (2020) ‘COVID-19: guidance for educational settings’</li> </ul> </li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• Staff are made aware of the school’s infection control procedures in relation to coronavirus via email</li> <li>• Parents are made aware of the school’s infection control procedures in relation to coronavirus via email and notice at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus</li> <li>• Pupils are made aware of the school’s infection control procedures in relation to coronavirus via a coordinated</li> </ul>			<p>WAD</p> <p>RAM</p> <p>FOX</p> <p>FOX</p> <p>RAM</p>	<p>Ongoing</p> <p>12<sup>th</sup> June 20</p> <p>8<sup>th</sup> June</p> <p>8<sup>th</sup> June</p> <p>15<sup>th</sup> June</p>	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<p>programme of delivery from staff on the morning of the 3<sup>rd</sup> Sept 2020 and <b>when they return following the lock down in Spring 2021</b> Care should be taken to do this for every pupil even if they do not attend on the first day.</p> <ul style="list-style-type: none"> <li>• Electronic briefing issued to staff as necessary.</li> </ul> <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>			FOX	Ongoing	
Poor hygiene practice in school - <b>general</b>	H	<ul style="list-style-type: none"> <li>• Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school)</li> <li>• Pupils to wash their hands with soap or hand sanitiser on entry to school/classrooms, before and after break times and when leaving a classroom or the school site</li> <li>• Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> <li>- Cover coughs and sneezes with a tissue,</li> <li>- To throw all tissues in a bin</li> <li>- To avoid touching eyes, nose and mouth with unwashed hands.</li> </ul> </li> </ul>	L	L	WAD  RAM  RAM  WAD	12.06.20  15 <sup>th</sup> June & ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors</li> <li>• Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE’s guidance</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas</li> <li>• Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas</li> <li>• Pupils and staff do not share cutlery, cups or food.</li> <li>• Staff to bring in their own cups and utensils</li> <li>• All utensils are thoroughly cleaned before and after use</li> <li>• Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned frequently during the day and paper/hand towels are refilled regularly.</li> </ul> <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>			<p>All staff &amp; parents WAD</p> <p>All staff</p> <p>All staff WAD</p>		

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Poor hygiene practice – <b>specific – school entrance</b>	H	<ul style="list-style-type: none"> <li>• Clear signage in place regarding social distancing</li> <li>• Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors</li> <li>• Areas touched to be wiped down</li> <li>• Discourage parents from entering the school building</li> <li>• Rearrange furniture in reception area to facilitate social distancing.</li> <li>• Multiple entrances to the school site and staggered start times implemented</li> </ul> <p>As a result, staff are protected.</p>	L	L	WAD	8 <sup>th</sup> June and ongoing	
Poor hygiene practice – <b>specific – office spaces.</b>	M	<ul style="list-style-type: none"> <li>• Start and end times for administrative staff are staggered to support social distancing</li> <li>• Tissues/hand sanitiser to be available in office locations</li> <li>• Staff to wash hands on arrival at school</li> <li>• Each individual is responsible for wiping down their own work area before and after use.</li> </ul> <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	L	L	FOX  All staff	ongoing	
Poor hygiene practice – <b>specific - spread of potential infection at</b>	M	In line with government advice:	L	L	FOX	Ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
the start of the school day.		<ul style="list-style-type: none"> <li>• Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus</li> <li>• Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up</li> <li>• Inform each year group and their parents of their allocated times for the beginning and end of their school day</li> <li>• Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival</li> <li>• Ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</li> <li>• Soap and water is the best approach to this and schools should endeavor to ensure there are enough hand washing facilities available. The correct hand washing routine should be followed.</li> <li>• hand sanitiser 'stations' are an alternative and sufficient of these will be available so that all pupils and staff can clean their hands regularly between washings.</li> <li>• ensure supervision of hand sanitiser use given risks around ingestion.</li> <li>• All staff to wash hands on arrival in school</li> </ul>			FOX  FOX  FOX  Duty staff  FOX	10 <sup>th</sup> July  10 <sup>th</sup> July  10 <sup>th</sup> July  Ongoing  Ongoing	



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>• Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day</li> <li>• Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport</li> <li>• Issue information to pupils in relation to restrictions on their movement around the site</li> <li>• Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day.</li> <li>• Key staff will monitor entrances to school to ensure students follow procedures</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>			<p>RAM</p> <p>WAD</p> <p>Duty Staff</p>	<p>10<sup>th</sup> July</p> <p>On going</p> <p>On going</p>	
<p>Poor hygiene practice – specific – toilet/changing facilities.</p>	<p>NA</p>	<ul style="list-style-type: none"> <li>• Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron</li> <li>• All changing surfaces to be cleaned before and after each use</li> <li>• Nappies/soiled items to be disposed of in yellow bags</li> <li>• Staff to follow specific intimate care procedures</li> </ul>	<p>n/a for EHS</p>				

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Any soiled clothes are put into a plastic bag (double bagged) and sent home.</li> </ul> <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>					
<p>Poor hygiene practice – <b>specific - end of the school day.</b></p>	M	<ul style="list-style-type: none"> <li>Issue information to parents about departure procedures, including safe pick-up</li> <li>Inform pupils and parents of their allocated times for the end of their school day</li> <li>Inform pupils and their parents of the allocated exit points and pick up points</li> <li>Make it clear to parents and pupils that they cannot congregate at the front of school prior to the end of the school day. If waiting to collect pupils, parents are to remain in cars and park safely</li> <li>Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport and potential road closures.</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>	L	L	<p>FOX</p> <p>FOX</p> <p>FOX</p> <p>FOX</p> <p>FOX</p>	10 <sup>th</sup> July	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Ill health in school.	H	<ul style="list-style-type: none"> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature and Loss of taste or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus</li> <li>• Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell</li> <li>• All staff are informed of the procedure in school relating a pupil becoming unwell in school</li> <li>• All staff advised of the procedure in school if a member of staff becomes unwell.</li> <li>• Ensure all staff absences are appropriately recorded.</li> <li>• Any pupil who displays signs of being unwell is immediately referred to pastoral staff using on call procedures</li> <li>• Any staff member who displays signs of being unwell immediately refers themselves to Sue Jacobs and is sent home</li> <li>• Where the named person is unavailable, staff ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing</li> </ul>	L	L	FOX  FOX  FOX  FOX  FOX  FOX  FOX	Ongoing  Ongoing  Ongoing  1 <sup>st</sup> June  Ongoing Ongoing  Ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>• If a quarantined pupil needs to use the bathroom, they should use a separate bathroom (see procedures) which will be cleaned after use.</li> <li>• Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult.</li> <li>• If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn</li> <li>• The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen</li> <li>• Unwell pupils who are waiting to go home are supervised in a separate area as outlined in the procedures where they can be at least two metres away from others</li> <li>• Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.</li> <li>• Twice weekly, at home, asymptomatic testing of staff using LFD.</li> </ul>			FOX  FOX  FOX  FOX FOX  FOX  RAM	Ongoing  Ongoing  Ongoing  Ongoing Ongoing  Ongoing  15/03/21	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Asymptomatic testing of students will take place once before students return to school following the lock down of Spring 2021. There will then be two further tests while in school. Following this there will be twice weekly, at home, testing using LFD supplied.</li> </ul> <p>Please note that a separate Risk Assessment with the title 'Clinical Activities on the Asymptomatic Testing Site at The Earls High School' has been undertaken prior to opening the testing centre.</p> <p>As a result, any member of the school community who becomes unwell or carries the virus asymptotically, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>			RAM	08/03/21	
<p>Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.</p>	H	<ul style="list-style-type: none"> <li>Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend</li> <li>Leaders to calculate capacities of classrooms.</li> <li>Classrooms allocated for provision and small adaptations made to to support distancing where possible without compromising safety routes or fire escapes.</li> <li>Classrooms are arranged so adults maintain 2 metre distance from each other, and from children where possible and when circumstances allow.</li> </ul>	L	L	FOX	<p>10.06.20</p> <p>18.05.20</p> <p>July 2020</p> <p>July 2020</p>	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Classrooms be arranged to support adults to avoid face to face contact and minimise time spent within 1 metre of anyone.</li> <li>Timetable reviewed and refreshed and programme communicated to teachers and staff</li> <li>Where possible, pupil movement to be limited to make social distancing easier and specialist teachers to move between allocated classrooms (refer to detailed operating procedure)</li> </ul> <p>As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.</p>				July 2020	
A pupil is tested and has a confirmed case of coronavirus.	M	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>The rest of the class/group should be advised to self-isolate for 14 days. Do not take any action regarding notifying bubbles until you have been contacted by PHE. Refer to the school symptom management Standard Operating Procedure (SOP)</li> <li>The Headteacher will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action.</li> </ul>	L	L	FOX  FOX	Ongoing  Ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.					
Insufficient staff to run face-to-sessions for pupils.	M	<ul style="list-style-type: none"> <li>Leaders to ensure that they have a complete list of shielded (clinically extremely vulnerable) and clinically vulnerable adults for their school</li> <li>Leaders to ensure that the clinically vulnerable are offered the safest available on-site roles where possible</li> <li>Protocols for staff to inform leaders if they need to self-isolate are clearly in place</li> <li>Staff to follow normal absence reporting procedures</li> <li>Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate.</li> </ul> <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>	L	L	FOX  FOX  FOX  FOX	22.05.20  22.05.20  ongoing  ongoing	
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	M	<ul style="list-style-type: none"> <li>Each year group have a separate zone for breaktime. (refer to detailed operating procedures)</li> <li>Separate routes, where possible, in place for pupils arriving and leaving shared lunch space/lessons.</li> </ul>	L	L	FOX FOX FOX	8 <sup>th</sup> June 8 <sup>th</sup> June 8 <sup>th</sup> June	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>• Allocated outdoor areas for each year group identified for lunchtime and indoor areas at break</li> <li>• Lunchtime to be staggered for different year groups (refer to detailed operating procedures)</li> <li>• Pupils advised not to play contact games at breaktime or lunchtime. Ball games and shared outdoor equipment to be prohibited</li> <li>• Pupils to be supervised in washing hands before and after lunch</li> <li>• In canteen/eating spaces, consideration given to marking seats that can be used and removing other seating. Bench style seating clearly marked. · Screen provided to protect food in canteen when pupils purchase food</li> <li>• Touch terminals/cashless catering is not used. Till operator searches for pupils by name on the electronic system (rather than using fingerprint recognition)</li> <li>• Tables to be cleaned between year groups using lunchtime facilities</li> <li>• Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness</li> </ul>			FOX	8 <sup>th</sup> June	



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Pupils who bring a packed lunch, will have both indoor and outdoor space to eat.</li> <li>Students and staff will wear face coverings in school in communal areas unless eating. Students who are exempt will be issued with an exemption card and lanyard.</li> </ul> <p>As a result, the risk of infection during unstructured time is reduced.</p>					
Spread of infection in classrooms/shared areas.	M	<ul style="list-style-type: none"> <li>All unnecessary items to be removed from classrooms and learning environments and stored elsewhere</li> <li>All soft furnishings and items that are hard to clean to be removed</li> <li>Pupils to be directed to specific seats in classrooms</li> <li>Tissues and hand sanitiser to be located in each classroom/learning space</li> <li>Lidded bins to be emptied at least twice daily in classrooms.</li> <li>Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open</li> <li>Where possible, windows to be opened to provide ventilation.</li> <li>Inform all the pupils that they must bring the required equipment to school (stationery, calculators etc) to reduce the risk of infection</li> </ul>	L	L	Class Teacher  Class Teacher  FOX & class teacher  WAD  WAD Class teacher  Class teacher  FOX	12.06.20  12.06.20  Ongoing  Ongoing  Ongoing Ongoing  Ongoing  12.06.20	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>• Pupils/staff to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use</li> <li>• Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use</li> <li>• Shared teaching resources minimised and to be cleaned prior to and after use if employed</li> <li>• If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned</li> <li>• Staff to be reminded to adhere to social distancing at all times as outlined in the reopening guidance</li> <li>• Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc</li> <li>• Staff must wash and dry their own cups, plates and utensils, using disposable towels.</li> <li>• Staff and students will wear face coverings in classrooms where a 2m distance cannot be maintained. Those who are exempt will be issued with exemption cards and lanyards.</li> </ul> <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>			Class teacher WAD Bus Mgr WAD FOX WAD All staff	Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Poor pupil behaviour increases the risk of the spread of the infection.	M	<ul style="list-style-type: none"> <li>Pupils are reminded of the behaviour policy on their return to school including the new code of conduct</li> <li>Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence</li> <li>Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary.</li> <li>Pastoral staff and leadership team will be available to support throughout the day using standard on-call process.</li> </ul> <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>	L	L	RAM  TOU  TOU  SLT	15 <sup>th</sup> June  15 <sup>th</sup> June  8 <sup>th</sup> June  15 <sup>th</sup> June	
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	NA	<ul style="list-style-type: none"> <li>Specific arrangements for pupil transport have been risk assessed and agreed with local providers</li> <li>Leaders and staff should review individual pupils' handling plans, including the use of PPE</li> <li>Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy)</li> <li>Review individual communication plans where close proximity is expected e.g. on-body signing</li> </ul>	<u>N/A</u>				

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Plans should be understood, shared and followed consistently by all staff working with those pupils</li> <li>Prepare additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and pupils prior to pupils returning to school.</li> </ul> <p>As a result, pupils with complex needs are well supported.</p>					
Vulnerable pupils and pupils with SEND do not receive appropriate support.	M	<ul style="list-style-type: none"> <li>Appropriate planning is in place to support the mental health of pupils returning to school</li> <li>Agree what returning support is available to pupils with SEND in conjunction with families and other agencies.</li> </ul> <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	L	L	BER	Ongoing Ongoing	
Increased number of safeguarding concerns reported after lockdown.	M	<ul style="list-style-type: none"> <li>Agree safeguarding provision to be put in place to support returning pupils</li> <li>Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns</li> <li>Follow up any referrals made by staff swiftly, while maintaining social distancing.</li> <li>Regular proactive contact for vulnerable students</li> </ul>	L	L	RAM RAM RAM RAM	8 <sup>th</sup> June Ongoing Ongoing Ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, safeguarding remains of the highest priority and practice.					
Emergency evacuation due to fire etc.	M	<ul style="list-style-type: none"> <li>• Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained</li> <li>• Leaders to communicate procedures to all staff</li> <li>• Staff to communicate emergency evacuation procedures to pupils at the beginning of each day.</li> </ul> <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	L	L	WAD FOX Class teachers	03.06.20 05.06.20 15 <sup>th</sup> June	
Cleaning is not sufficiently comprehensive.	M	<ul style="list-style-type: none"> <li>• Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening</li> <li>• A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures</li> <li>• Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning</li> <li>• Disposable gloves/wipes/sprays are next to photocopiers/printers etc</li> <li>• Cleaners to act upon guidance normally linked to ‘deep cleans’ as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years).</li> </ul>	L	L	WAD WAD WAD WAD WAD	Ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, high standards of cleanliness are maintained in school.					
Contractors, deliveries and visitors increase the risk of infection.	M	<ul style="list-style-type: none"> <li>All contractors to be checked to ensure that they are essential visitors prior to entry to the school</li> <li>Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils</li> <li>All contractors/visitors to wash hands either prior to or on entry to the school site</li> <li>Contractors and visitors are directed to specific/designated handwashing facilities</li> <li>All areas in which contractors work are cleaned in line with government guidance</li> <li>Contractors to bring own food, drink and utensils onto site.</li> <li>Staff who receive deliveries to the school to wash hands in line with government guidance after handling</li> <li>Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries</li> <li>If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building</li> <li>Surfaces to be cleaned after any deliveries have been made.</li> </ul>	L	L	WAD WAD WAD WAD WAD WAD WAD WAD WAD	Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.					

School-specific arrangements relating to risk assessment that may need additional detail:

<b>Capacity and organisation of teaching spaces</b>	Detail given in Reopening Plan
<b>Arrival to and departure from school</b>	Detail given in Reopening Plan
<b>Movement around the school</b>	Separate zones for each year group, clearly communicated to staff and students. Separate entrances, staggered start/finish times and staggered/zoned lunch and break.
<b>Classroom allocations</b>	Separate zones for each year group. Detail given in Reopening Plan
<b>Timetable arrangements</b>	New, 4 period day with staggered start/finish/lunch to minimise movement and contact between year groups.
<b>Role of teaching assistants</b>	Detail given in Reopening Plan
<b>Breaktime plan</b>	Breaktimes to be taken in year group zones
<b>Lunchtime plan</b>	Staggered and zoned lunch break
<b>Catering staff</b>	Catering operating hot food service but no tray meals.
<b>Cleaning</b>	Additional cleaning staff on duty all day.
<b>Toilets</b>	Cleaning staff on duty all day for deeper cleaning and total school top-up for sanitizer etc. Each Year group has own toilet facilities to minimise infection risk.
<b>Staffroom and offices</b>	Staffrooms open to limited number of staff. Offices to be populated by single staff where possible or with appropriate social distancing
<b>Transport</b>	Guidance provided to staff and students regarding pupil transport rules. Walking, cycling and car travel encouraged.

<b>Classroom expectations</b>	Addendum to behaviour policy outlining expectations of whole school community and embedding routines.
<b>Pupil expectations</b>	Addendum to behaviour policy outlining expectations of whole school community and embedding routines.

Useful links:

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





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