

**Coronavirus (COVID-19): Risk Assessment Action Plan for potential opening from September 2020**  
**Reviewed October 22<sup>nd</sup>**

**St James’s CE Primary School**

<p>Assessment conducted by: Lindsay Mason                  All employees have been involved in the writing of this risk assessment.</p>	<p>Job title: Head teacher</p>	<ul style="list-style-type: none"> <li>Covered by this assessment:</li> <li>School’s obligation to keep up to date with guidance, advice and scientific evidence.</li> <li>Communication with staff and families.</li> <li>Familiarity with policies and procedures, codicils added to asthma, infection control, fire + evacuation, first aid and behaviour.</li> <li>Hygiene</li> <li>Cleaning</li> <li>Procedure for ill health at school</li> <li>Management of pupils to reduce risk.</li> <li>Organisation of lunch and break times.</li> <li>Minimising spread of infection.</li> <li>Pupil behaviour</li> <li>Individual pupil needs including SEND and medical needs.</li> <li>Safeguarding.</li> <li>Contractors and visitors on site.</li> </ul>
<p>Date of assessment: 1.9.21</p>	<p>Date of next review: this is a live document and will be updated regularly, when necessary.</p>	



- 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/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>
  - <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>
  - [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1011704/2021\\_0817\\_Contingency\\_Framework\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/2021_0817_Contingency_Framework_FINAL.pdf)
  - <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>
  - <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
  - <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>
  - <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms>
  - <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
  - <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>
  - <https://www.gov.uk/government/publications/school-attendance>
  - <https://www.gov.uk/government/publications/remote-education-good-practice/remote-education-good-practice>
  - <https://get-help-with-remote-education.education.gov.uk/>
  - <https://www.gov.uk/government/publications/education-recovery-support>
  - <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak>
  - <https://www.gov.uk/government/publications/catch-up-premium-coronavirus-covid-19/catch-up-premium>
  - [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/993053/Education\\_recovery\\_support\\_June-2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/993053/Education_recovery_support_June-2021.pdf)

<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. Please also see the school's Wider Opening plan which will give further detail regarding timetabling and staggered starts and finishes to the day.
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. <b>NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.</b>
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. To support planning, identify which controls need to be in place <b>before pupils return to the setting</b> . Individual schools can then personalise to their own setting.
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	Medium	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 and PHE, and review its risk assessment accordingly</li> <li>Information on the school website is updated.</li> <li>Pupils updated via classrooms/email/text as necessary.</li> <li>Parents are communicated with regularly via email.</li> </ul>	Low		Lindsay Mason Sarah Mason Alan Millichip	Daily	

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		<ul style="list-style-type: none"> <li>• Head teacher will keep up to date with bulletins and briefings.</li> <li>• Any change in information to be shared with Chair of Governors and passed on to parents and staff by email</li> <li>• Twice weekly home Lateral Flow Testing for school staff (voluntary)</li> <li>• Face coverings will be worn by adults, when in close contact with pupils e.g. first aid, intimate care.</li> <li>• Face coverings will be worn by adults, when in small, confined areas or when meeting with people that you do not usually meet with.</li> </ul> <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>					
Poor communication with parents and other stakeholders	Medium	<ul style="list-style-type: none"> <li>• All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems. Staff updated on risk assessment and SOP at INSET on 2/9/21</li> <li>• Headteacher to share risk assessment with all staff</li> <li>• Parents notified of risk assessment plan and shared with parents via website.</li> <li>• School email monitored regularly.</li> </ul>	<u>Low</u>		Lindsay Mason Alan Millichip	As required.	

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		<ul style="list-style-type: none"> <li>In the event of an outbreak or increased infection rate within school, the SOP will be activated.</li> </ul> <p>As a result, all pupils and all staff working with pupils are adhering to current advice. NHS will now take responsibility for tracing and contacting close contacts of any positive cases. The school may be contacted for support with this for younger pupils.</p>					
Lack of awareness of policies and procedures	Medium	<ul style="list-style-type: none"> <li>School leaders will ensure that all policies impacted on by coronavirus controls are updated</li> <li>Head teacher's bulletin</li> <li>Regularly check for updates on Revolution.</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 Policy</li> <li>First Aid Policy</li> <li>Intimate care policy</li> <li>Behaviour policy</li> <li>Staff absence reporting procedures</li> </ul> </li> <li>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</li> </ul>	Low		Lindsay Mason	Regularly as required.	

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		<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> <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 letter/social media/poster 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 programme of delivery from staff on the morning of their first day in school. Care should be taken to do this for every pupil even if they do not attend on the first day. All are informed</li> </ul>					

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		<p>that they must tell a member of staff if they begin to feel unwell.</p> <ul style="list-style-type: none"> <li>• Staff willing to, will participate in twice weekly LFT testing.</li> <li>• Staff are able to access non-symptomatic PCR testing, if and when appropriate.</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>					
Poor hygiene practice in school - <b>general</b>	medium	<ul style="list-style-type: none"> <li>• Personalised 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) These are checked regularly by a member of SLT.</li> <li>• Pupils to wash their hands with soap before and after break times, lunchtimes, following PE lessons or when moving rooms for no less than 20 seconds. Hand washing posters are displayed in hand washing areas. Additional hand washing stations outside the year 5 and 6 classrooms. Anti-bacterial gel is in all classrooms and used regularly throughout the day.</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> </ul> </li> </ul>	Low		Lindsay Mason All school staff. C Davies – site manager Cleaning staff	Daily – ongoing	

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		<ul style="list-style-type: none"> <li>- To throw all tissues in a bin</li> <li>- To avoid touching eyes, nose and mouth with unwashed hands.</li> <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. C Davies will be responsible for ensuring that classroom are well supplied.</li> <li>• Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas.</li> <li>• All utensils are thoroughly cleaned before and after use.</li> <li>• Cleaning staff are employed by the school to carry out additional cleaning focusing on frequently touched surfaces. Door handles, doors and toilets are cleaned during the day before and after school and paper/hand towels are refilled throughout the day. Staff will email the school office who will contact C Davies should they need any additional items.</li> </ul>					



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		<ul style="list-style-type: none"> <li>All communication with families will be done electronically via email and displayed on the school's website.</li> </ul> <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>					
<p>Poor hygiene practice – <b>specific – school entrance</b></p>	<p>High</p>	<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>If possible, arrange for a separate staff entrance to the workplace – stagger start times for staff where possible.</li> </ul> <p>As a result, office staff are protected.</p>	<p>Low</p>		<p>Lindsay Mason School staff</p>	<p>Regularly reviewed as appropriate.</p>	
<p>Poor hygiene practice – <b>specific – office spaces.</b></p>	<p>Low</p>	<ul style="list-style-type: none"> <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> <li>Staff will continue to wear PPE if it has been recommended by medical professionals.</li> </ul>	<p>Low</p>		<p>G Hollis</p>	<p>For September 1st.</p>	

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		<ul style="list-style-type: none"> <li>Parents will not be permitted into the office area and all communication will be done by phone or email.</li> <li>Visitors to the school site will be made aware of procedures and asked to use antibacterial gel prior to entering.</li> <li>Office staff work stations are facing away from each other at a distance greater than 2 metres. They each have their own allocated equipment and telephones that no one else is permitted to touch.</li> <li>Clinically vulnerable staff have their own office where they work alone. Regular welfare checks are made by members of SLT.</li> <li>Access to office by other staff will be restricted to one additional adult at a time to avoid crowding.</li> </ul> <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>					
<p>Poor hygiene practice – <b>specific - spread of potential infection at the start of the school day.</b></p>	<p>High</p>	<p>In line with government advice:</p> <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> </ul>	<p>Low</p>		<p>All staff Parents Lindsay Mason</p>	<p>Letter to parents 15t July Information shared on website 15.7.20</p>	

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		<ul style="list-style-type: none"> <li>• Inform each year group and their parents of their allocated times for the beginning and end of their school day – this will be maintained until October half term when the risk will be reviewed and any necessary amendments made.</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 – see wider opening plan</li> <li>• Pupils to be supervised in accessing hand-washing facilities on arrival, ensuring that pupils queue while maintaining social distancing as they wait for facilities</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 should 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>• Small children and pupils with complex needs should continue to be helped to clean their hands properly.</li> <li>• All staff to wash hands on arrival in school</li> </ul>				Ready for pupils to return 3.9.20	

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>• 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>• Issue information to pupils in relation to restrictions on their movement around the site.</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>					
Poor hygiene risk – toileting accidents Medium	Low	<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> <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>	Low		All staff	1.9.20	
Poor hygiene practice – <b>specific - end of the school day.</b>	Medium	<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 – see wider opening plan</li> </ul>	Low		All staff	1.9,20	

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		<ul style="list-style-type: none"> <li>• Inform pupils and their parents of the allocated exit points and pick up points – see wider opening plan</li> <li>• Make it clear to parents and pupils that they cannot congregate at the front of school/in the playground prior to the end of the school day. If waiting to collect pupils, parents are to remain in cars and park safely</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>					
Ill health in school.	High	<ul style="list-style-type: none"> <li>• Staff are informed of all main and wider symptoms of COVID-19.</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 Lindsay Mason who will supervise the pupil to the isolation room and remain with them until they are collected.</li> </ul>	Medium		All staff Lindsay Mason	1.9.20	

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		<ul style="list-style-type: none"> <li>Any staff member who displays signs of being unwell immediately refers themselves to Lindsay Mason or Sarah Mason and is sent home</li> <li>Where the named person is unavailable, staff ensure that any unwell pupils are moved to the isolation 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> <li>If a pupil needs to use the bathroom, they should use a separate bathroom, the accessible toilet in the ICT suite 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 if a distance of 2 metres cannot be maintained</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> </ul>					

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>Unwell pupils who are waiting to go home are supervised in the isolation room 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>School have a stock of testing kits that are available for any pupil or staff member who may experience obstacles in getting a test. Please speak to Mrs Mason should you wish to have a school test.</li> </ul> <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>					
<p>Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.</p>	<p>medium</p>	<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>Classrooms allocated for provision and small adaptations made to to support distancing where possible without compromising safety routes or fire escapes.</li> <li>Classrooms to be arranged so adults maintain 2 metre distance from each other, and from children where possible and when circumstances allow.</li> </ul>	<p>Low</p>		<p>Lindsay Mason</p>	<p>Shared 15.7.20</p>	

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		<ul style="list-style-type: none"> <li>Classrooms to be arranged to support adults to avoid face to face contact and minimise time spent within 1 metre of anyone.</li> <li>Children will continue to be grouped in year group bubbles, however some mixing will be permitted to allow for interventions such as Nurture Group, Adventure club etc.</li> <li>Pupils will continue to access the dinner hall in bubbles but more than one year group bubble will be allowed in the hall at a time.</li> <li>Timetable reviewed and refreshed and programme communicated to teachers and staff</li> <li>Remote education provision will continue to be in place for any pupils requiring self isolation.</li> <li>There is an Outbreak Management Plan that will be activated should there be an outbreak of infection within the school community.</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>					
A pupil is tested and has a confirmed case of coronavirus.	Medium	<p>In line with <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</a> It is no longer the school's responsibility to identify the close contact of anyone testing</p>	medium	=	Lindsay Mason	1.9.20	



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		<p>positive but will instead become the responsibility of NHS track and trace. They may seek support with this from the school for identifying close contacts of younger pupils. Close contacts will no longer have to self-isolate if they are:</p> <ul style="list-style-type: none"> <li>• Double vaccinated</li> <li>• Under the age of 18 years and 6 months</li> <li>• Part of an approved vaccination pilot</li> <li>• Have been unable to be vaccinated due to a medical condition.</li> </ul>					
<p>Insufficient staff to run face-to-sessions for pupils. Insufficient staff to have first aid trained staff onsite.</p>	<p>Low</p>	<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 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>• Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate.</li> <li>• Rotas for onsite provision will be devised to ensure that there are at least 2 members of staff who are first aid trained on site at all times.</li> <li>• Priority for some pupils will be given should there be insufficient staff to operate whole school face to face</li> </ul>	<p>Low</p>	<p>=</p>	<p>Lindsay Mason Sarah Mason</p>	<p>By 1.9.20 ongoing</p>	

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		<p>provision for all pupils – please see Outbreak Management Plan</p> <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>					
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	<p>Low</p> <p>Medium</p>	<ul style="list-style-type: none"> <li>Staggered starts to be put in place for breaktime and lunchtime, however pupils will now be able to use outside areas for more than one bubble. More than one year group bubble will be allowed in the dining hall at a time but children will continue to be seated in their bubbles.</li> <li>Pupils advised not to play contact games at breaktime or lunchtime with pupils outside of their own year group bubble. Equipment to be allocated to each year group bubble. Playground game activities that allow for distancing to be shared with all staff, including lunch time supervisors.</li> <li>Pupils to be supervised in washing hands before and after lunch</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</li> </ul>	<p>Low</p> <p>low</p>	<p>=</p>	<p>All staff</p> <p>Lindsay Mason Lunch time supervisors</p>	<p>Plan shared 15.7.20</p>	

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		<p>reporting illness. A sneeze screen is in place to prevent contamination risk on food items.</p> <ul style="list-style-type: none"> <li>Separate risk assessment has been provided by AIP food provider.</li> </ul> <p>As a result, the risk of infection during unstructured time is reduced.</p>					
Spread of infection in classrooms/shared areas.	Medium	<ul style="list-style-type: none"> <li>All unnecessary items to be removed from classrooms and learning environments and stored elsewhere</li> <li>Class furniture to be reorganised to allow for optimal spaces between staff and pupils</li> <li>Tissues and hand sanitiser to be located in each classroom/learning space</li> <li>Bins to be emptied hourly.</li> <li>Bins will have lids.</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>Pupils will be allocated their own set of equipment.</li> <li>IT equipment will be wiped between use of different year group bubbles.</li> </ul>	Low		All staff	For 1.9.20	

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>• Where possible telephone handsets will not be shared. Should they need to be, staff will be responsible for thoroughly wiping them after use.</li> <li>• Shared teaching resources to be cleaned prior to and after use</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>• Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time</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 will be permitted to wear face coverings should, knowing their own circumstances, they wish to. This will be discussed on an individual basis with the head teacher.</li> <li>• Ventilation – natural, fresh air ventilation will be used at St James’s. Windows, high level where possible, will remain open. Windows will be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the open space. Opening internal doors will create throughput of air. Flexibility has</li> </ul>					



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>been allowed to allow children to wear additional, suitable clothing to keep them warm during the colder weather.</p> <ul style="list-style-type: none"> <li>• Heating will be used to ensure comfort levels are maintained.</li> </ul> <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>					
<p>Poor pupil behaviour increases the risk of the spread of the infection.</p>	<p>Medium</p>	<ul style="list-style-type: none"> <li>• Pupils are reminded of the behaviour policy on their return to school</li> <li>• Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents.</li> <li>• Pupils individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary.</li> <li>• Individual risk assessments carried out where appropriate.</li> <li>• Close working relationships between home and school</li> </ul> <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>	<p><u>Low</u></p>		<p>Lindsay Mason Sarah Mason Middle leadership team Teaching staff.</p>	<p>1.9.20</p>	
<p>Pupils with complex needs are not adequately prepared for a return to school or safely supported.</p>	<p>Low</p>	<ul style="list-style-type: none"> <li>• Individual risk assessments carried out where appropriate.</li> <li>• Leaders and staff should review individual pupils handling plans, including the use of PPE</li> </ul>	<p>Low</p>		<p>Lindsay Mason Hannah Scott</p>	<p>In place for September Reviewed regularly.</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>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> <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> <li>Additional transition visits arranged where appropriate.</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.		<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>	<u>Low</u>		Lindsay Mason Hannah Scott Heather Lamming All staff	15.7.20 onwards	
Increased number of safeguarding	High	<ul style="list-style-type: none"> <li>Agree safeguarding provision to be put in place to support returning pupils at INSET 2.9.21</li> </ul>	1		DSL and deputy DSL	1.9.20	

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
concerns reported after lockdown.		<ul style="list-style-type: none"> <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> </ul> <p>As a result, safeguarding remains of the highest priority and practice.</p>					
Emergency evacuation due to fire etc.	Low	<ul style="list-style-type: none"> <li>Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained – procedures amended and shared with staff.</li> <li>Leaders to communicate procedures to all staff – INSET 2.9.21</li> <li>Staff to communicate emergency evacuation procedures to pupils at the beginning of term</li> <li>Revised fire procedures will be put into place in light of reduced pupil and staffing numbers.</li> </ul> <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	Low		All staff	2.9.21	
Cleaning is not sufficiently comprehensive.		<ul style="list-style-type: none"> <li>Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to pupils returning.</li> </ul>					

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>• A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures – L Mason/ T Page</li> <li>• Additional cleaning staff employed to clean before school due to After School Club the previous evening.</li> <li>• Care taker will be on site for the duration of the day to ensure a constant cleaning routing.</li> <li>• Whilst pupils are at breaktime/lunchtime, a member of the year group team to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards</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> <p>As a result, high standards of cleanliness are maintained in school.</p>					
Contractors, deliveries and visitors increase the risk of infection.	Medium	<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 – T Page</li> <li>• Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils</li> </ul>	Low		G Hollis C Davies	1.9.20	



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>• 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> <li>• Any visitors to school will wear a mask.</li> <li>• Detailed information will be obtained from all visitors to school in case there is a need to inform them of a positive case.</li> <li>• DPA have carried out their own risk assessment which can be viewed on the school's website. DPA teachers have reduced</li> </ul>					



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>the number of settings that they are working across. DPA staff carry out regular LFD tests. 2m social distancing at all times. Room will be well ventilated. DPA staff will be responsible for cleaning the area used between pupils. Parents will be fully informed and will make an informed decision as to whether they wish for their children to continue with remote lessons or resume face to face lessons.</p> <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>					

School-specific arrangements relating to risk assessment that may need additional detail – all of which can be found in the wider opening plan document :

Capacity and organisation of teaching spaces

Arrival to and departure from school

Movement around the school

Classroom allocations



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**Timetable arrangements**

**Role of teaching assistants**

**Breaktime plan**

**Lunchtime plan**

**Catering staff – separate additional risk assessment provided by AIP**

**Cleaning**

**Toilets**

**Staffroom and offices**

**Transport**

**Classroom expectations**



## Pupil expectations

### 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>

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- 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>

