| Coronavirus (COVID-19): Risk Assessment Action Plan for potential opening from September 2020
Reviewed October 22nd |

St James's CE Primary School

| Assessment conducted by: Lindsay Mason All employees have been involved in the writing of this risk assessment.	Job title: Head teacher	• Covered by this assessment: • **School's obligation to keep up to date with guidance, advice and scientific evidence.** • **Communication with staff and families.** • **Familiarity with policies and procedures, codicils added to asthma, infection control, fire + evacuation, first aid and behaviour.** • **Hygiene** • **Cleaning** • **Procedure for ill health at school** • **Management of pupils to reduce risk.** • **Organisation of lunch and break times.** • **Minimising spread of infection.** • **Pupil behaviour** • **Individual pupil needs including SEND and medical needs.** • **Safeguarding.** • **Contractors and visitors on site.**
Date of assessment:	Date of next review: 23.10.20 (but reviewed regularly to reflect the current situation and issues arising) Reviewed 29.8.20 in line with updated guidance released by DfE 28.8.20	

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	Reviewed 22.10.20 in line with updated Guidance from DfE and HSE.	

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, issued on the 11 May 2020:
  - Coronavirus (COVID-19): guidance for schools and other educational settings
  - Details on phased wider opening of schools, colleges and nurseries
  - Coronavirus (COVID-19): implementing protective measures in education and childcare settings
  - Actions for educational and childcare settings to prepare for wider opening from 1 June 2020
  - What parents and carers need to know about schools and other education settings during the coronavirus outbreak
  - Opening schools for more children and young people: initial planning framework for schools in England (updated 12 May)

Key:	
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.

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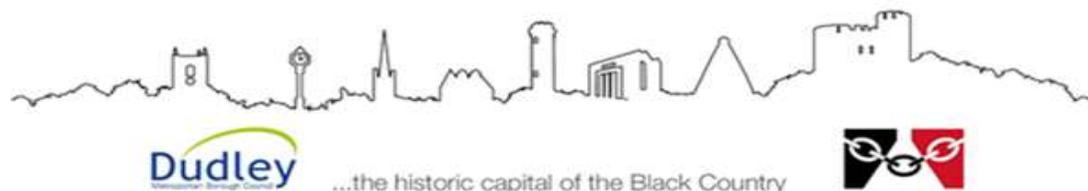
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.
Responsible person:	The identified staff member(s) responsible for implementing the 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 **before pupils return to the setting.** 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: • 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 • Information on the school website is updated. • Pupils updated via classrooms/email/text as necessary. • Parents are communicated with regularly via email. • Head teacher will keep up to date with bulletins and briefings. • Any change in information to be shared with Chair of Governors and passed on to parents and staff by email	Low		Lindsay Mason Sarah Mason Alan Millichip	Daily	

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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	Medium	• All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems • Headteacher to share risk assessment with all staff • Parents notified of risk assessment plan and shared with parents via website. • Wider opening plan shared with parents. • School email monitored regularly, including over the summer holidays. As a result, all pupils and all staff working with pupils are adhering to current advice. Communication during holidays – parents will be informed via letter that it is vital that they inform school should their child or a member of their household test positive for COVID – 19. This will allow school to follow the procedures and communicate to the families of the affected bubble. Parents have been asked to check their emails regularly in case their child's bubble has been affected. Letter is displayed on the school's website.	**Low**		Lindsay Mason Alan Millichip	As required.	

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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
Lack of awareness of policies and procedures	Medium	- School leaders will ensure that all policies impacted on by coronavirus controls are updated - Daily update by DRB - Head teacher's bulletin - Regularly check for updates on Revolution. - All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: - Health and Safety Policy - Infection Control Policy - First Aid Policy - Intimate care policy - Behaviour policy - Staff absence reporting procedures - All staff have regard to all relevant guidance and legislation including, but not limited to, the following: - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings'	Low		Lindsay Mason	Regularly as required.	

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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
		• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • Staff are made aware of the school's infection control procedures in relation to coronavirus via email • 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 • 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 that they must tell a member of staff if they begin to feel unwell. • Daily electronic briefing issued to staff. As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.					

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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

Poor hygiene practice in school - **general**	medium	• 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.
		• 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.
		• Teachers to reiterate key messages in class-time (when directed) to pupils to:
		   - Cover coughs and sneezes with a tissue,
		   - To throw all tissues in a bin
		   - To avoid touching eyes, nose and mouth with unwashed hands.
		• 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
		• Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance
			Low		Lindsay Mason All school staff. C Davies – site manager Cleaning staff	Daily – 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
		• 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. • Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas • Pupils and staff do not share cutlery, cups or food. • Staff to bring in their own cups and utensils • All utensils are thoroughly cleaned before and after use • Cleaners are employed by the school to carry out additional cleaning. 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. All communication with home will be done electronically and copies of letter will be displayed on the school's website. As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.					
Poor hygiene practice – **specific – school entrance**	High	• Clear signage in place regarding social distancing	Low		Lindsay Mason School staff	Regularly reviewed as appropriate.	

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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
		• Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors • Areas touched to be wiped down • Discourage parents from entering the school building • Rearrange furniture in reception area to facilitate social distancing. • If possible, arrange for a separate staff entrance to the workplace – stagger start times for staff where possible. As a result, office staff are protected.					
Poor hygiene practice – **specific – office spaces.**	Low	• Start and end times for administrative staff are staggered to support social distancing • Tissues/hand sanitiser to be available in office locations • Staff to wash hands on arrival at school • Each individual is responsible for wiping down their own work area before and after use. • Separate office working area has been dedicated to a vulnerable member of staff. This area will not be used or entered by anyone else. • Staff may wear PPE if it has been recommended by medical professionals. • Parents will not be permitted into the office area and all communication will be done by phone or email.	Low		G Hollis	For September 1st.	

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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
		• Visitors to the school site will be made aware of procedures and asked to use antibacterial gel prior to entering. • 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. • Clinically vulnerable staff have their own office where they work alone. Regular welfare checks are made by members of SLT. As a result, office practice in office spaces limits the risk of the spread of any infection.					
Poor hygiene practice – **specific - spread of potential infection at the start of the school day.**	High	In line with government advice: • Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus • Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up • Inform each year group and their parents of their allocated times for the beginning and end of their school day – see wider opening plan	Low		All staff Parents Lindsay Mason	Letter to parents 15t July Information shared on website 15.7.20 Ready for pupils to return 3.9.20	

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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
		• 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 • Pupils to be supervised in accessing hand-washing facilities on arrival, ensuring that pupils queue while maintaining social distancing as they wait for facilities • 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. • 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. • 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. Additional hand sanitizer has been placed in areas of high traffic such as photocopier area. • ensure supervision of hand sanitiser use given risks around ingestion. • Small children and pupils with complex needs should continue to be helped to clean their hands properly. • All staff to wash hands on arrival in school					

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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
		• Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day • Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport • Issue information to pupils in relation to restrictions on their movement around the site • Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. As a result, the risk of infection is reduced as pupils and staff arrive at school.					
Poor hygiene risk – toileting accidents Medium	Low	• Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron • All changing surfaces to be cleaned before and after each use • Nappies/soiled items to be disposed of in yellow bags • Staff to follow specific intimate care procedures • Any soiled clothes are put into a plastic bag (double bagged) and sent home.	Low		All staff	1.9.20	

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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, safe practices are followed and the risk of infection is reduced for staff and pupils.					
Poor hygiene practice – **specific - end of the school day.**	Medium	• Issue information to parents about departure procedures, including safe pick-up • Inform pupils and parents of their allocated times for the end of their school day – see wider opening plan • Inform pupils and their parents of the allocated exit points and pick up points – see wider opening plan • 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 • 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. As a result, the risk of infection is reduced as pupils and staff leave school.	Low		All staff	1.9,20	
Ill health in school.	High	• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high	Medium		All staff Lindsay Mason	1.920	

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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
		temperature and Loss of taste or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus • 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 • All staff are informed of the procedure in school relating a pupil becoming unwell in school • All staff advised of the procedure in school if a member of staff becomes unwell. • Ensure all staff absences are appropriately recorded. • 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. • Any staff member who displays signs of being unwell immediately refers themselves to Lindsay Mason or Sarah Mason and is sent home • 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					

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		- 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. - 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 - If contact with a child or young person is necessary, then gloves, an apron and a face mask should be work by the supervising adult. If there is a risk of splashing, eye protection should also be worn - The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen - 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 - Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. - School have a stock of testing kits that are available for any pupil or staff member who may experience obstacles in					

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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
		getting a test. Please speak to Mrs Mason should you wish to have a school test. 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.					
Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.	medium	• Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend – see wider opening plan • Leaders to calculate capacities of classrooms. Classrooms allocated for provision and arranged so that pupils are arranged in rows and face the front rather than facing each other. • Classrooms allocated for provision and small adaptations made to to support distancing where possible without compromising safety routes or fire escapes. • Classrooms to be arranged so adults maintain 2 metre distance from each other, and from children where possible and when circumstances allow.	Low		Lindsay Mason	Shared 15.7.20	

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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
		• Classrooms to be arranged to support adults to avoid face to face contact and minimise time spent within 1 metre of anyone. • Children to be grouped in year group bubbles. • Timetable reviewed and refreshed and programme communicated to teachers and staff • Where possible, pupil movement to be limited to make social distancing easier and specialist teachers to move between allocated classrooms • Leaders to consider how best to supplement remote education with face-to-face support for pupils. 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.					
A pupil is tested and has a confirmed case of coronavirus.	Medium	In line with government advice: • 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)	medium	=	Lindsay Mason	1.9.20	

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		• The Headteacher will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action. As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus. Schools Symptom Management S...					
Insufficient staff to run face-to-sessions for pupils.	Low	• Leaders to ensure that they have a complete list of shielded (clinically extremely vulnerable) and clinically vulnerable adults for their school • Leaders to ensure that the clinically vulnerable offered the safest available on-site roles where possible • Protocols for staff to inform leaders if they need to self-isolate are clearly in place • Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate.	Low	=	Lindsay Mason Sarah Mason	By 1,9,20 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, sufficient staff cover in place to provide the face-to-face support sessions for pupils.					
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	Low Medium	• Staggered starts to be put in place for breaktime and lunchtime – see wider opening plan • Increase cleaning of frequently used areas such as the hand rails, door handles etc. • One way systems will be devised for playtimes and lunchtimes to prevent pupils from passing each other's' paths. • Allocated outdoor areas for each year group to be identified for breaktime and lunchtime – see wider opening plan • Lunchtime to be staggered for different year groups - see wider opening plan • Pupils advised not to play contact games at breaktime or lunchtime. Ball games and shared outdoor equipment to be prohibited. 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. • Pupils to be supervised in washing hands before and after lunch • In the dining hall, pupils will sit with their peers from their year group bubbles.	Low low	=	All staff Lindsay Mason Lunch time supervisors	Plan shared 15.7.20	

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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
		• Pupils bringing sandwiches from home will eat in classrooms or outside – see wider opening plan. Plans for eating will be based around pupils with allergies so that it does not compromise their safety. • Tables to be cleaned between year groups using lunchtime facilities • Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness • Desserts will be placed on a table for pupils to help themselves to reducing the amount of time that they must spend at the hatch • Separate risk assessment has been provided by AIP food provider. • Pupils who bring a packed lunch, to eat in classrooms to reduce movement and maintain social distancing. As a result, the risk of infection during unstructured time is reduced.					
Spread of infection in classrooms/shared areas.	Medium	• All unnecessary items to be removed from classrooms and learning environments and stored elsewhere • All soft furnishings and items that are hard to clean to be removed	Low		All staff	For 1.9.20	

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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
		• Class furniture to be reorganised to allow for optimal spaces between staff and pupils and so that pupils are seated in rows, facing the front. • Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible - **Follow new guidance re class sizes for primary and secondary** • Tissues and hand sanitiser to be located in each classroom/learning space • Bins to be emptied hourly. • Bins will have lids. • Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open • Where possible, windows to be opened to provide ventilation. • Pupils will be allocated their own set of equipment. • IT lessons will take place in the IT suite in blocks of a week, therefore only pupils from one class will use the equipment in any given week. • Where possible telephone handsets will not be shared. Should they need to be, staff will be responsible for thoroughly wiping them after use. • Shared teaching resources to be cleaned prior to and after use or marked with the date and time of use and left to isolate for 72 hours.					

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		• 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 • Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time – see wider opening plan. Staff to be reminded to adhere to social distancing at all times • Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc • Staff must wash and dry their own cups, plates and utensils, using disposable towels. • Kitchen staff will ear face coverings for the duration of lunch service. • Staff will be advised to wear a face covering in areas where social distancing is not possible. • Staff will be permitted to wear face coverings at other times should, knowing their own circumstances, they wish to. This will be discussed on an individual basis with the head teacher. • Reading books will be placed into quarantine prior to being loaned to another child. Quarantine will last for 48 hours. • Ventilation – natural, fresh air ventilation will be used at St James's. Windows, high level where possible, will remain					

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		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 been allowed to allow children to wear additional, suitable clothing to keep them warm during the colder weather. • Heating will be used to ensure comfort levels are maintained. . As a result, the risk of infection to staff and pupils in classrooms is reduced.					
Poor pupil behaviour increases the risk of the spread of the infection.	Medium	• Behaviour policy to be amended to reflect the current situation. • Pupils are reminded of the behaviour policy on their return to school • Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. • Pupils individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary. • Individual risk assessments carried out where appropriate.	Low		Lindsay Mason Sarah Mason Middle leadership team Teaching staff.	1.9.20	

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		• Close working relationships between home and school As a result, pupils and staff understand the behaviour policy/individual plans in context.					
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	Low	• Individual risk assessments carried out where appropriate. • Leaders and staff should review individual pupils handling plans, including the use of PPE • Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy) • Review individual communication plans where close proximity is expected e.g. on-body signing • Plans should be understood, shared and followed consistently by all staff working with those pupils • 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. • Additional transition visits arranged where appropriate. As a result, pupils with complex needs are well supported.	Low		Lindsay Mason Hannah Scott	In place for September Reviewed regularly.	
Vulnerable pupils and pupils with SEND do		• Appropriate planning is in place to support the mental health of pupils returning to school	**Low**		Lindsay Mason	15.7.20 onwards	

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not receive appropriate support.		• Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. As a result, pupils with SEND and those concerned about returning to school are well supported.			Hannah Scott Heather Lamming All staff		
Increased number of safeguarding concerns reported after lockdown.	High	• Agree safeguarding provision to be put in place to support returning pupils at INSET 1.9.20 • Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns • Follow up any referrals made by staff swiftly, while maintaining social distancing. As a result, safeguarding remains of the highest priority and practice.	Low		DSL and deputy DSL	1.9.20	
Emergency evacuation due to fire etc.	Low	• Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained – procedures amended and shared with staff. • Leaders to communicate procedures to all staff – INSET 1.9.20 • Staff to communicate emergency evacuation procedures to pupils at the beginning of each day.	Low		All staff	1.9.20	

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		As a result, social distancing is maintained in the event of an emergency evacuation.					
Cleaning is not sufficiently comprehensive.		• Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening • A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures – L Mason and G Hollis • Additional cleaning staff employed to clean before school due to After School Club the previous evening. • Care taker will be on site for the duration of the day to ensure a constant cleaning routing. • 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 • Disposable gloves/wipes/sprays are next to photocopiers/printers etc • 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).					

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.	Medium	• All contractors to be checked to ensure that they are essential visitors prior to entry to the school – G Hollis • Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils • All contractors/visitors to wash hands either prior to or on entry to the school site • Contractors and visitors are directed to specific/designated handwashing facilities • All areas in which contractors work are cleaned in line with government guidance • Contractors to bring own food, drink and utensils onto site. • Staff who receive deliveries to the school to wash hands in line with government guidance after handling • 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 • If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building • Surfaces to be cleaned after any deliveries have been made.	Low		G Hollis C Davies	1.9.20	

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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
		• Any visitors to school will wear a mask. • Detailed information will be obtained from all visitors to school in case there is a need to inform them of a positive case. 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 – 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

Timetable arrangements

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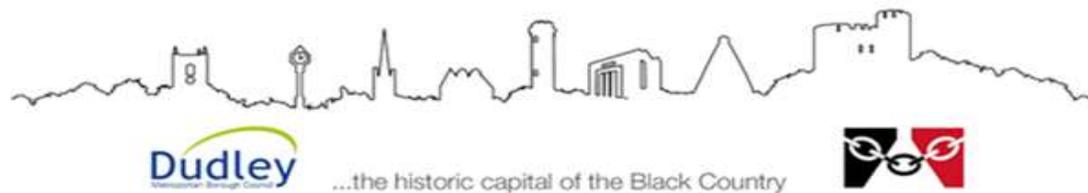
Role of teaching assistants

Breaktime plan

Lunchtime plan

Catering staff – separate additional risk assessment provided by AIP
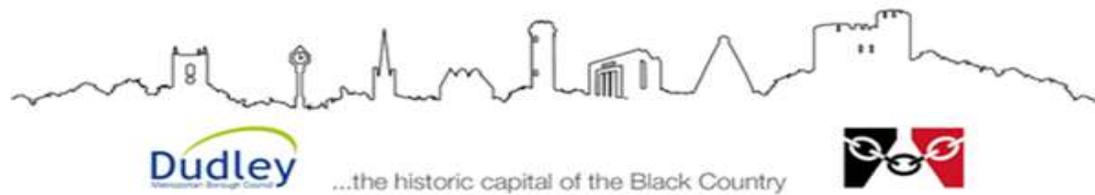
Cleaning

Toilets
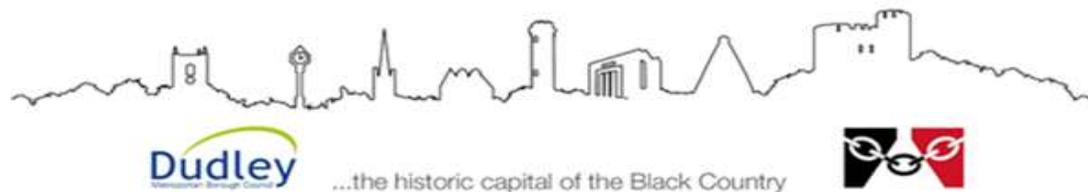
Staffroom and offices

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-stressParents: 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

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- 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
- Information re testing: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested

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