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| RISK ASSESSMENT | School Opening in Full March 2021 plus lettings | | **Russell Lower School** |
| **Assessment completed by:** | **Date Completed:** | **2nd September 2020 v8**  **15/9/20 v9**  **2/11/20 v10**  **8/1/21 v12**  **19/1/21 v 13**  **22/1/21 v 14**  **8/3/21 v16**  **16/4/21 v17**  **24/5/21 16/6/21** |
| **PRINT NAME: Nicki Walker**  **Nicki Walker**  **Nicki Walker**  **Nicki Walker**  **Nicki Walker**  **Nicki Walker**  **Nicki Walker**  **Nicki Walker**  **Nicki Walker**  **Nicki Walker** | **Next Review Date Due:** | **Read and checked WEEKLY or as circumstances change if sooner** |

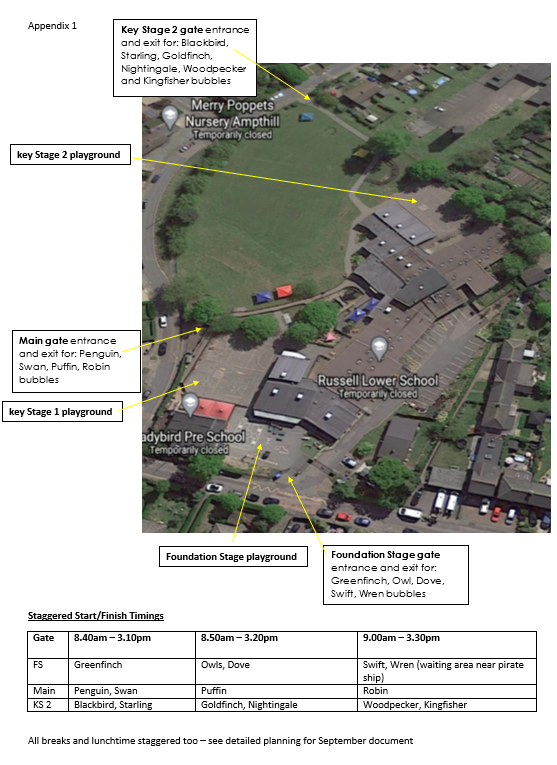
| **Hazard / Risk** | **Who is at Risk?** | **How can the hazards cause harm?** | **Proposed Control Measures** | **Are Control Measures** *Y/N/NA* | |
| --- | --- | --- | --- | --- | --- |
| **In Place** | **Adequate** |
| Lack of or inadequate management on controlling risk of Coronavirus | Staff, pupils, families of staff and pupils attending school | Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education).illness or spread of infection in wider community,  death of member of staff or pupil | * All staff and pupils when not in setting to follow government [guidelines](https://www.gov.uk/coronavirus) and Stay alert (**NB** School has no control over this). * Settings to follow DFE <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak> Coronavirus. * Schools to check this guidance as it is regularly updated with new practices. * SLT to discuss daily situation at school and what is happening nationally. * Review all activities to consider and manage risk of Coronavirus. * Display handwashing poster and watch video with children regularly (Why is school different? March 2021 PowerPoint) . * Provide tissues and bins for all classrooms and wipes suitable for viruses. * Ensure robust cleaning of high contact surfaces throughout the day. * Obtain advice where required from H&S consultant, NHS 111 and DFE Helpline 0800 046 8687 or email [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk) * COVID 19 is RIDDOR [reportable](file:///C:\Users\Cousins%20Safety\Dropbox\Risk%20Assessments\RIDDOR%20Reporting%20and%20COVID%2019%20https:\www.hse.gov.uk\news\riddor-reporting-coronavirus.htm) and should be reviewed if member of staff dies (staff only, do not report children via Riddor) * Time built into the day additional time for teachers and support staff to monitor and manage pupils to maintain social distancing between bubbles, handwashing. | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y |
| Lack of or inadequate management on controlling risk of Coronavirus (cont)  Staff are asymptomatic  A more transmissible version of Covid is in circulation | Staff, pupils, families of staff and pupils attending school  Staff, pupils, families of staff and pupils attending school  Staff, pupils, families of staff and pupils attending school | Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education).  Death of member of staff or pupil  Lack of management leading to spread of Virus resulting in time off work or away from school (loss of education).  Death of member of staff or pupil  Lack of ability to stop spread of Virus resulting in time off work or away from school (loss of education).  Death of member of staff or pupil | * Consultation with Unions and communication with non-union staff on risk assessment and its control measures. * School has in place a local lockdown plan – remote learning for individuals isolating, bubbles and the whole school. * School open and remain open on the ability to maintain COVID-19 prevention and control measures within the school's setting. * Review staffing availability with changes in shielding * Adequate class spaces to teach bubbles – there is no formal social distancing between students in bubbles, but staff must do their best to maintain as much social distance as possible between themselves/each other and children * Children, parents, carers and visitors such as contractors are informed not to visit the setting if they are displaying any symptoms of Coronavirus (COVID-19). Any essential visitor to have temperature check on arrival and to use hand sanitiser on arrival/departure * Visitors limited to school – try to hold meeting remotely where possible. * Visitors/contractors into school must be recorded (with contact details) and informed of school arrangements for COVID19. * Daily classroom checklists and monitoring of controls from risk assessment are in place. See Daily Class Checklist * System in place for reporting near misses to identify where controls cannot be followed or people are not doing what they should. * Parent and staff handbooks/guides/agreements in place and good communication with staff and parents prior to opening (KIT/Briefing/Emails/Newsletters) * Weekly briefing to communicate changes to Covid plan * Each time RA is updated, this is emailed to staff, changes are highlighted in weekly briefing * INSET training on strengthened Covid measures for January (See 4/1/21 Power point) * Asymptomatic Covid testing to be established for staff who ‘opt in’ twice a week. Within this the following measures are to be taken:   + Staff continue to use ALL the Covid secure measures currently in place at all times   + If staff become symptomatic at any time, they isolate, their household isolate and do not attend work and get a PCR test   + Staff to receive NHS training and implement it in accordance with the instructions (training 18/1 and 19/1 for NW/LB/KA/SB)   + Use NHS materials: Privacy Notice, NHS video, Instruction leaflet (v2), Test Log and Results Log, Staff signing sheet (on getting kits)   + Covid Coordinators to record Lot numbers allocated to all staff   + Staff sign test kits out   + GDPR complied with – New Privacy notice and DPIA completed   + Google Form to opt in or out – informs staff of data sharing   + Results lot created and kept in line with Data Protection rules and GDPR for 8 years   + Test log created and kept in line with Data Protection rules and GDPR for 8 years   + All staff to be included: catering, site, cleaning   + All contractors to be included: music teachers, site contractors, Premier etc.   + Clear instructions issued to staff (Russell booklet with NHS resources only)   + Appoint Covid Coordinator and Covid Registration Personnel (KA/SB)   + Set up results@ email system for safe results reporting (in school)   + Signpost staff directly to NHS results reporting and they do this themselves   + Each test has a lot number to identify it and the member of staff   + KA monitors and follows up non-reporting within 24 hours (Monday and Thursdays)   + All positive LFD (lateral flow device) results, followed up with PCR test. Non-attendance at school/self-isolation in the meantime   + Encourage staff to opt in and review regularly to have an 80%+ opt in rate   + Staff who have not opted in are continuing with all the other Covid secure measures anyway (as are all staff) * Ensure staff are following all the guidance/measures as fully as possible * Get updated DfE and PHE advice and act upon this – update RA and practice as necessary * Inform parents of what they can do to support and stop the spread * Isolate any cases quickly * Err on the side of caution | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y |
| Vulnerable staff  (including pregnant workers). | Vulnerable staff | Contracting Coronavirus resulting in serious illness or death of member of staff or pupil | * Clinically extremely vulnerable and clinically vulnerable staff can be in school, however., this should be reviewed on a case-by-case basis, especially in the light of regional variations with the new variant * Review workforce to identify staff in **extremely clinically vulnerable category** as per [guidance](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#what-will-change-from-1-august) * Complete individual risk assessment for staff CV and extremely clinically vulnerable (Carry out pregnancy RA with staff based on current situation at the time) update as necessary * Pregnancy risk assessment completed (as above) following DfE and RCOG guidance updated as necessary * Review workforce to identify staff in **clinically vulnerable** category (70 or older, pregnant or usually need a flu jab for underlying medical conditions that might be in the ‘clinically vulnerable’ category) * Carry out risk assessment for returning to the workplace and actions taken to manage the risks of transmission in line with this [guidance](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people). * Staff over 70 Risk Assessment (1 member of staff) to be completed based on current situation at the time) Update as necessary | Y  Y  Y  Y  Y  Y  Y | Y  Y  Y  Y  Y  Y  Y  Y |
| Living with a shielded or clinically vulnerable person  Staff or pupil | Staff, pupils and families of those attending school | Contracting Coronavirus resulting in serious illness or death of member of staff or pupil | * If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting. * If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) they can attend the school setting.   . | Y  Y | Y  Y |
| Pupils who are shielding or self isolating | Pupils and staff |  | * Identify pupils still unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) * Pupils no longer required to shield but who generally remain under the care of a specialist health professional – review and update their care plans before returning to school (usually at their next planned clinical appointment). Following guidance from the [Royal College of Paediatrics and Child Health at COVID-19](https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield) - ‘shielding’ for children and young people. (Sarah Knight) | Y  Y | Y  Y |
| Lack of social distancing in school | Staff, pupils and family members | The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).  It can cause Illness and recover and  death | * School to follow latest Government [advice](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) to minimise contact between individuals and maintain social distancing. * Display signage to remind people to socially distance. * Parents/pupils encouraged to walk/cycle to school * Planned staggered arrival and leaving times for different bubbles of children * Each bubble of pupils is allocated a time of arrival and collection and this is communicated to parents and they can line up in their specified area of playground (following breaks) * Bubbles access classrooms straight from outside rather than coming through an entrance and corridor where possible * Clearly marked areas where pupils and parents can maintain social distancing when coming into school   (See map of the school site in appendix)   * Only one parent/carer per child to arrive and collect children (Primary). * No parent/carer standing at the gate (creating a bottle neck) * No parent to come into classroom. * Bikes and scooters stored safely apart not thrown on floor (pupils only use their own scooter/bike) * Parents and carers to wear face coverings at all times on school site, if not exempt   **Classroom**   * Classrooms to be set up so all children face the front in lines. No face to face working. * Pupils will remain in their bubble/bubbles in classroom and not move around the school where possible although for curriculum delivery this should be managed. Teachers to move classrooms. * The bubbles will not cross over and there will be have as little as contact as possible with the bubbles in school. (separate areas in playground etc) * Pupils to use their own pencils/rulers and not share these with each other in the bubble without being cleaned. | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y |
| Lack of social distancing in school  (Continued) |  |  | * No sharing of resources between “bubbles” unless thoroughly cleaned. For example, resources left for 48 hours or 72 hours (plastic) between use. * Removing and storing unnecessary furniture to create more space in classrooms, where possible * Class sizes can be back to normal * Where possible encourage teachers to hold lessons outside within the school grounds in their “bubbles” maintaining social distancing * Provide talks to children on “social distancing” from teacher and other bubbles (Why is school different? March 2021 PowerPoint to be used daily at least initially) * Keep windows open for ventilation. * Where possible keep door open to corridor to avoid touching handles (when leaving room door should be closed for fire safety) * Pupils to remain within their bubbles as much as possible * When holding fire drill, class bubble lines to stand 2m apart and outside * If undertaking a lesson observation, only undertake where needed, maintain a 2m distance, observe from back (behind children), use hand sanitiser or wash hands on way in and out, use face covering if 2m distance cannot be maintained * Staff to wear face coverings in all communal areas and when walking around classrooms   **Foundation Stage**   * Can sit in ‘rows’ on the carpet (listening lines) * Can go to do bubble activities at shared tables * May share equipment in their bubbles * Will not ‘free flow’ in the afternoons, but stay in bubbles * Will share equipment between bubbles safely (cleaned or left 48 hours (72 for plastic) so that all have equally learning opportunities * Suitable outside space available for their age bubble * Toys and resources are not shared between “bubbles” unless thoroughly cleaned * Sandpit if not shared between bubbles can be used | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y |
| Lack of social distancing in school  (Continued) |  |  | **Social and breaktimes**   * Stagger breaks lunches and breaks to keep bubbles separate. * Pupils to wash hands thoroughly before going out for break/lunch. * Zone playground (provide markers to keep bubbles away from each other) * Balls and equipment can be used if kept within “bubble” or cleaned thoroughly between bubbles.   **In the Dining hall**   * If using the dining hall, bubbles are brought down at staggered times and areas are cleaned down thoroughly between bubbles * Pupils to sit with their own “bubble” and not mix with other bubbles or * Some bubbles to sit and eat back in their classroom. * Pupils to clear away own plates and cutlery. * Staff working in dining hall to wash hands frequently and maintain social distancing from pupils * Staff supervising to stand 2 metres away from pupils and other staff, where at all possible * Consider using additional serving spaces for food to prevent pinch points for example food carts, if needed   **General**   * where social distancing is not possible **in areas outside of classrooms, but inside the building,** between members of staff or visitors, for example in staffrooms, adults should wear face coverings in these circumstances. This is also true when staff are moving around the classroom * If a risk assessment deems additional mitigation necessary, these may be used in agreement with the Headteacher * Induction provided to new volunteers/contractors/visitors and staff on arrangements for managing the risk of Covid19 (SS/Office) * School behaviour policy has been reviewed to include pupil expectations on following arrangements for managing the risk and sanctions for example social distancing, handwashing etc. | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y |
| Lack of social distancing in school  (Continued) | Staff, pupils and family members | Illness  Death | **General**   * Staff to model social distancing and remind pupils attending the setting of social distancing so they learn good practice. * Close supervision by Teachers/support staff on pupils so social distancing measures are maintained keeping bubbles separate. This includes monitoring corridors and toilets at breaktimes and lunch. * Consider keeping any marking floors in corridors showing 2 m gaps (brief transitionary contact such as passing in corridor is low risk as per government guidance between bubbles) * Add arrows (keep left) to maximise passing distance in school and on site * Display laminated social distancing posters around the school (classrooms and corridors) * Review corridors and staircases and consider one way systems – where implemented look to maintain these. * Display signage for any one way system implemented. * In corridors fitted with automatic fire door release keep doors pinned back. * **Staffroom** maintain social distancing * Provide other spaces for staff to have lunch social distancing (this may be an office or in their classroom, library, intervention spaces, outside) * Monitor numbers in each room and reduce as risk in community increases * Detailed lunch plans to ensure social distancing in all areas (eg. See FS plan) * Staff to further stagger playtime/lunchtime by 5 minutes for handwashing to enable bubbles to stay separate as necessary * Assemblies (Zoom) to be used to ensure children and staff understand that bubbles may not be in the toilets at the same time and to disseminate all safety messages regularly   **Offices and meeting rooms** –   * Accommodating staff in offices and maintaining social distancing (marking desks where staff can sit). Some may have to still work from home if social distancing cannot be managed or on a rota. * Consider installing Perspex barriers between staff working in close proximity * Maximum occupancy numbers on meeting rooms/offices.   **School Reception**   * Reception area (Perspex/glass barrier between receptionist and any visitor or pupil. Marking on floor where pupil or visitor should stand. * Parents encouraged to phone or email rather than come to the Reception office. * Parents encouraged to pay electronically rather than cash which should be placed in an envelope. * Implementing “drop zones” for passing materials between people including deliveries. * Drivers must also have access to handwashing facilities or sanitiser.(gate sanitiser station – MC) * Staff that need to visit the office, should only do so when absolutely necessary and then use the glass screen area in the foyer if they can   Kichen   * Kitchen staff asked to wear visors when serving children   School Site   * In consultation with Governors and Ladybirds, face coverings to be used by parents and carers dropping off/collecting from 2/11/20 due to not always keeping 2m distance (Mitigate any increased anxiety from this by: using Recovery Curriculum, Assemblies, understand why they are being used (link to Russell Right – Right to be Safe), time limited measure, increased PSHRE, use of Social Stories, use of Pastoral Support, not used in class bubbles and checking with Ladybirds for any issues (they have used coverings since September) * Safeguarding considerations if parents wear face coverings – staff to ensure they fully recognise adults collecting, take longer to check identity where needed, use other adults (staff) to verify if needed, ask adult to lower face covering at 2m distance, additional verification with child * Staff wear face coverings in all communal areas, and when moving around the classroom from 4/1/21 | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y |
| Access to curriculum such as PE/Science/DT etc | pupils | Illness  Death | * The timetable adapted to take into account additional time for handwashing. * Pupils will be asked to wash their hands after physical activity. * Refer to specialist guidance from CLEAPSS, Association of PE. * Computing suites should be cleaned using wipes/spray after use (between bubbles) * Laptops/ipads – these should be cleaned before use and between each “bubble use” using disinfectant wipes. * Remote education via Google Classroom (GC), to take place from stage 3 or 4. The 4th lesson each day will be from the full range of curriculum subjects.   **PE and sports**   * Pupils should be kept in consistent bubbles, sports equipment thoroughly cleaned between each use by different individual bubbles, and contact sports avoided. * Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying attention to cleaning and hygiene. * If accessing external facilities government guidance for the use of, and travel to and from, those facilities will be followed. * Resources that are shared between classes or bubbles, such as sports, art and science equipment cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. * Outdoor playground equipment will be cleaned frequently and always between bubbles * Pupils bring into school each day essentials such as lunch boxes, hats, coats, books, water bottles, snack pots * Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources. * Children continue to have PE lessons with Premier Sport (see PS RA) | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y |
| Staff or pupils comes into school when they feel unwell | Staff, pupils, visitors, contractors | Spread of virus to the rest of the school population | * Communication sent to all staff and parents informing them they (or their children) should remain at home if they are displaying any symptoms. This will be included in staff guidance and KIT letters/newsletters * School to refer staff and pupil for COVID19 Testing   <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>   * Communication/website information for parents/carers informing them of the measures that if their child displays the following symptoms, they should self isolate for 7 days (10 days for a household): * a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) * a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) * Loss of sense of smell or taste * Pupils and their families are eligible for testing pupils over 5 can access via 111 online and under 5 through 111 helpline. * This information is displayed on school website and in KIT letter to parents. * School to provide home testing kit (if/when available) * The school if asked provide details of anyone they have been in contact with if tested positive to Track and Trace. | Y  Y  Y  Y  Y  Y | Y  Y  Y  Y  Y  Y |
| Pupil or staff starts to show symptoms when in school and this could be passed onto to other staff/pupils in close proximity.  Pupils or staff show symptoms that are not classic Covid symptoms, but subsequently go on to test positive, and this could be passed onto other staff/pupils in close proximity | Staff, pupils, visitors, contractors  Staff, pupils, visitors, contractors | Illness resulting in time off work or away from school (loss of education).  Death  Illness resulting in time off work or away from school (loss of education).  Death | * Refer to Public Health and DFE [Guidance](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) for Schools on Coronavirus. * School knows contact details of Local [Public Health Protection Team](https://www.gov.uk/health-protection-team) * If a Pupil displays the following symptoms, they should self isolate for **7 days** if they have either: * a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) * a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) * Loss of sense of smell or taste * Pupils and their families are eligible for testing pupils over 5 can access via 119 online and under 5 through 119 helpline. * All members of their households (including siblings) should self isolate for **10 days** and this is to will help to protect others in the community while they are infectious. * If a pupil or member of staff displays the symptoms below, the school will take a cautious approach during the national lockdown periods. This approach will include an assessment by KA/SB/NW or LB that may include: precautionary sending home, assessing in the light of any other/existing illness in the bubble, requesting that a Covid test is done and is negative before returning to school, contacting CBC’s Public Health team on 0300 300 6040 (if more than one case is of concern) * Headache/tummy ache/sickness   Following <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>   * Member of staff dealing with suspected Covid 19 pupil or staff should wear PPE (mask, gloves and apron) If temperature is taken follow protocol. * Provide a specific place to wait for collection (where possible at Russell this will be outside) * If not possible outside, the medical room will be used where they can be isolated behind a shut door * They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, put the tissue in a bag or pocket for disposing in a bin later. If you don’t have any tissues available, they should cough and sneeze into the crook of their elbow. The room will need to be cleaned once they leave. * If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom. * Make sure that children and young people know to tell a member of staff if they feel unwell. * Call 999 if they are seriously ill or their life is at risk. * Dispose of all waste that has been in contact with the suspected case, including used tissues, and masks if used. These should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied and put in the normal waste | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y |
|  |  |  | * Clean down area where pupil has been (including the bathroom if used) following cleaning in Non healthcare settings guidance   <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>   * The school or setting to remain open but close if there has been 2 confirmed cases in 14 days and advised to close by Local [Public Health Protection Team](https://www.gov.uk/health-protection-team) | Y  Y | Y  Y |
| Pupil or staff starts to show symptoms when in school and this could be passed onto to other staff/pupils in close proximity.  (Continued) | Staff, pupils, visitors, contractors | Illness resulting in time off work or away from school (loss of education).  Death | * If a staff member displays the following symptoms, they should be sent home and advised to self-isolate for **7 days** if they live alone and have either: * a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) * a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) * Loss of sense of smell or taste   or self isolate for 7 days if they live within a household. The other member of the household should self isolate for **10** days from when the symptomatic person first had symptoms.   * Pupils and their families are eligible for testing pupils over 5 can access via 111 online and under 5 through 111 helpline. * School to refer staff for COVID19 Testing <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> * School to provide home testing kit (if available) * The school if asked provide details of anyone they have been in contact with if tested positive to Track and Trace. | Y  Y  Y  Y  Y  Y  Y  Y  Y | Y  Y  Y  Y  Y  Y  Y  Y  Y |
| Parents/staff refusing to get tested or provide result of the test | Staff  pupils | Unknown prevalence of virus | * Staff only – Obtain advice from HR. * In parents’ and staff information given, it is clear that they must inform the school immediately of the results test. * If test negative then member of staff and pupil can stop isolating and return to school. | Y  Y  Y | Y  Y  Y |
| Positive identified case or cases of Coronavirus of a member of staff or pupil at your school setting | Staff, pupils, visitors, contractors | Illness resulting in time off work or away from school (loss of education).  Death | * Refer to Public Health and DFE [Guidance for Schools](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) on Coronavirus. * Clear school protocol and system in place for tracking and tracing pupils being unwell, who has gone for a test and result. * If positive school to contact Local Health Protection Team * Follow all advice from Public Health England and from the local [Health Protection Team](https://www.gov.uk/guidance/contacts-phe-health-protection-teams) * The rest of the bubble and those in close contact may be sent home and advised to self-isolate for 10 days. * direct close contacts – face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) * proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes in total in a 24 hour period) with an infected individual * travelling in a small vehicle, like a car, with an infected person * Staff are eligible for testing and should remain at home until results are obtained from testing   <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>   * Pupils and their families are eligible for testing pupils over 5 can access via 111 online and under 5 through 111 helpline. School to provide home testing kit (if available) * The school if asked provide details of anyone they have been in contact with if tested positive to Track and Trace. * Household members of those contacts that are sent home do not need to self-isolate themselves unless the child, young person or staff member that is self-isolating develops symptoms themselves.   Note: Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.   * Where 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where COVID19 is suspected – contact local public health team for advice. | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y |
| Lack of handwashing leading to spread of Coronavirus | Staff, pupils, visitors, contractors | Spread of virus to the rest of the school population or families at home resulting in illness or death. | * Print off laminate and display [Coronavirus handwashing](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/869250/Coronavirus_advice_for_educational_settings_poster.pdf) poster in entrance to school and on classrooms entrances, meeting rooms as a minimum. * Request visitors wash their hands/have hand sanitiser at office hatch * Educate pupils and staff on the importance of destination handwashing * before leaving home * on arrival at school * after using the toilet * after breaks and sporting activities * when they change rooms * before food preparation * before eating any food, including snacks * after eating * before leaving school   Display handwashing [poster](https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/hand-hygiene-poster.jpg) in all toilets   * Changes to timetabling to provide extra time in the school day every day for handwashing. This will need to be staggered in line with bubble breaks and lunches to avoid bottle necks in toilets. * Set time aside for regular training and reminders on handwashing – Use free training and information resources such as [ebug](https://campaignresources.phe.gov.uk/schools) for pupils and short how to wash your hands videos <https://www.youtube.com/watch?v=x3v521MTjio&feature=youtu.be> * Supervision by staff of toilets at breaks etc to ensure pupils are washing their hands thoroughly (smaller children). * Sufficient supplies and maintained supplies of liquid soap and disposable handtowels/operational hand dryers. * Foot operated bins for paper towel disposal provided, where possible * Bins emptied daily (minimum) * Regular checks of toilets throughout the day to ensure they are clean, stocked with liquid soap and handtowels and blow dryers are operational (roving cleaner and club staff) | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y |
| Lack of handwashing leading to spread of Coronavirus (cont) |  |  | * Where possible pupils must use liquid soap and water for washing hands * Provide hand sanitisers (at least 60% alcohol content) for the following areas for example as a minimum:- * School entrance where visitors and staff sign in * Classrooms (where the use can be supervised by the class teacher). * ICT room * Meeting rooms * Dining hall (supervised by kitchen or midday staff) | Y  Y | Y  Y |
| Poor handwashing or inadequate facilities for handwashing and maintaining social distancing | Staff, pupils, visitors, contractors | Spread of virus to the rest of the school population or families at home resulting in illness or death. | * Ensure pupil and staff toilets are fully stocked with liquid hand soap and sinks are all operational. * Review numbers of operational toilets and urinal facilities to ensure this is sufficient capacity with social distancing measures. Consider additional hand washing stations. * Consider same sex members of staff going into toilets regularly to ensure sinks are operational and not used as bag storage areas and social distancing is maintained. * Remove any fabric towels (multi use) and use hand dryers or single paper towels * Display handwashing posters in toilets. * School behaviour policy includes expectations on handwashing, social distancing etc. * Provide regular training to staff and pupils on handwashing (at least 20 seconds with soap). <https://www.youtube.com/watch?v=x3v521MTjio&feature=youtu.be> * Staff and pupils are checking their skin for dryness and cracking and using a emolument to retain moisture if required. | Y  Y  Y  Y  Y  Y  Y  Y | Y  Y  Y  Y  Y  Y  Y  Y |
| Events and Lettings at school and meetings | Staff, pupils, visitors. | Spread of virus to the rest of the school/visitor population resulting in illness. | * No assemblies instead use platforms such as Teams/Zoom etc * Review lettings in view of government guidance – review letting risk assessments for Covid19. Agree to lettings where there is a sufficient risk assessment in place for holiday clubs (Premier), Russell Raiders, extra-curricular clubs and Brownies. Consider others in the light of safety and appropriate Risk Assessments * Limit meetings with parents for serious issues and maintain social distancing * Use Microsoft Teams/Zoom for meetings/parents’ evenings to prevent face to face contact. * Minimise all face to face meetings to only those which are absolutely essential, and then ensure full social distancing and mitigations as per RA | Y  Y  Y  Y  Y | Y  Y  Y  Y  Y |
| Summer Term and Transition events | Staff, pupils, visitors. | Spread of virus to the rest of the school/visitor population resulting in illness. | * Follow DfE guidance as it is updated in the summer term * Continue with all current (June 2021) Covid measures throughout the summer term * Draw up and communicate a list of the activities that can/can’t take place and Covid mitigations – communicate this with all stakeholders via newsletters, briefings, emails and in person * Put checks in place to ensure this is adhered to * See Appendix 3 | Y  Y  Y  Y | Y  Y  Y  Y |
| Pupils ingesting the alcohol gel | Pupils | Sickness | * All alcohol-based gels are in an area which are supervised or monitored by staff. * Pupils to be supervised when using alcohol gels | Y  Y | Y  Y |
| Location of wall mounted gels at a height that could get into a pupil’s eye | Pupils | Irritation and damage to eyes | * There are now 3 wall mounted sanitisers: school office foyer, outside office, bottom of stairs/entrance (before going up to staffroom) * Any wall mounted pumps are at a position that is not in line with pupils’ head. * Site team to check daily supplies in all toilets and refill sanitiser stations. Consider using daily toilet check sheet. | Y  Y  Y | Y  Y  Y |
| Lack or ineffective cleaning of high contact surfaces or between bubbles or resources | Staff, pupils, families of staff and pupils visitors. | Spread of virus to the rest of the school/visitor population resulting in illness or death. | * Review carried out of activities and locations where high contact and likelihood of transmission of the virus is high and cleaning schedule in place. For example: * Door keypads * Door Handles (classroom doors be kept open) * Payment systems –pupils just bring in lunches and sit at their desks? * Keypads entries (on release during the day) except main entrance not without compromising safeguarding * Signing in electronic pads (book and visitors use own pen or wipe after each use) * ICT equipment wiped between each use * Resources (rulers etc) pupils to have their own pencil/ruler * Staffroom kettle/fridge/dishwasher handle/cup cupboard, sink taps * Identify how to manage these areas effectively (for example, roving cleaner core day, staff caddy’s class tick lists) * Sufficient resources dedicated for cleaning high contact surfaces (an additional cleaner in the day for cleaning throughout the day.) provided by contract cleaners and if they cannot provide this then school should dedicate someone for cleaning high contact surfaces. * Throughout the day the cleaners or site team should be cleaning high contact surfaces * door handles into classrooms * key pad entry systems * corridor doors hand plates * toilet doors, hand plates * classroom desks * Cleaning schedule in place for * More frequent cleaning of rooms/shared areas that are used by different bubbles (shared rooms identified) * Toilets * Resources used between bubbles * Play equipment | Y  Y  Y  Y  Y | Y  Y  Y  Y  Y |
| Lack or ineffective cleaning of high contact surfaces  (continued) | Staff, pupils, families of staff and pupils visitors. | Spread of virus to the rest of the school/visitor population resulting in illness or death. | Following guidance on cleaning in Non healthcare settings guidance  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>   * Bleach is no longer required . Normal cleaning detergents are recommended. * Spray detergents onto a cloth rather than onto surfaces around children (inhalation) * Do not spray tables when pupils are seated at them. * Cleaning solution clearly labelled and also available for staff to use in their classrooms or dining hall. * Spray bottles must be kept out of reach of children and used with disposable gloves. * Appropriate PPE (Personal Protective Equipment) must be available disposable apron, gloves (Refer to Safety Data Sheet). * Also clean with this solution classroom sinks and taps (high volume contact surfaces). * Review high contact surfaces and equipment in your school setting as this may include for example FS toys * Ensure Safety Data sheet is available for cleaning solution and Template Bleach COSHH [assessment](https://www.cousinssafety.co.uk/wp-content/uploads/2020/04/Bleach-COSHH-Risk-Assessment-Blank-form.doc) completed. * The has an adequate and maintained supply of personal and domestic cleaning products available for school. * Cordon off any external play equipment (unless it can be cleaned between each bubble using it) For Russell this is climbing walls * Limit soft furnishings. Soft toys and toys that are hard to clean (such as those with intricate parts). * Limit unnecessary resources taken home to school and school to home, but reading books and reading diaries can be used * Staff should wash their hands frequently, for example, after marking a set of books used by pupils * Do not share common resources between bubbles unless cleaned Signage displayed to remind staff and pupils to wash their hands and not touch their faces * Monthly fogging of cleaning cupboards | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y |
| Poor respiratory hygiene | Staff  Pupils | Inhalation of virus or transfer of virus onto a surface that is picked up. | * Tissues and bins in every classroom including canteen and staffroom to support “catch it, bin it, kill it” * School to support pupils (could be those with complex needs or younger children) to get this right. * Individual pupil risk assessment completed for pupils that spit or use saliva as a sensory stimulant (Sarah Knight) | Y  Y  Y | Y  Y  Y |
| Poor face covering hygiene | Staff  Pupils | Spread of the virus leading to illness or death | * Provide medical quality face coverings for use by all staff * Train staff on safe use of face coverings, including putting them on, removing them and safe disposal (done 4/1/21 – INSET) and sent electronically to those absent | Y  Y | Y  Y |
| Poor workplace ventilation leading to risk of coronavirus spreading | Staff  Pupils | Spread of the virus leading to illness or death | * Ventilate the workplace using fresh air by keeping doors and windows open. * On hot days additional mechanical ventilation could be used for example desk fans and these should be positioned to face the teacher and away from the pupils. | Y  Y | Y  Y |
| Inadequate monitoring of illness and prevalence of COVID19 symptoms. | Staff  Pupils | Outbreak unidentified leading to spread of the virus | * All staff informed in staff guide and in training that they must provide reason for illness when reporting absence * Inform parents that they must provide reason for illness * Symptoms to report as potentially covid19 as per Public health guidance are clear * Protocol in place for recording pupil and staff absence and signposting them or providing them with home testing kit. Protocol also checks on result of test. * When a positive test is identified the school will contact local public protection team and provide necessary information as part of track and trace. * School will retain copy of all timetables, registers, and staff in close contact for each term. | Y  Y  Y  Y  Y  Y | Y  Y  Y  Y  Y  Y |
| Staff and pupils concerned about risk of Coronavirus and self-isolating (without any symptoms) | Staff, pupils. | Loss of education | * Pupils self-isolating will not be penalised for non-attendance * Obtain advice from NHS 111 online based on the information provided by them and referring to Public Health and DFE [Guidance for Schools](https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19) * Staff individual risk assessment completed for staff concerned about risk to support them into work. | Y  Y  Y | Y  Y  Y |
| Staff refusing to participate with Testing or track and trace | Staff  pupil | Spread of virus to the rest of the school population resulting in illness/death. | * In staff guide the school as the employer sets out the expectation that the employee should participate in testing and participate in the track and trace system. * School to seek advice from HR if they refuse to participate. | Y  Y | Y  Y |
| Parents refusing to keep pupils off school when requested to self-isolate and test. | Staff, pupils. | Spread of virus to the rest of the school population resulting in illness/death. | * Set out the requirement for self-isolation and participation in testing and track and trace in letter to parents (KIT) * Obtain advice from NHS 111 online based on the information provided by them and referring to Public Health and DFE [Guidance for Schools](https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19) * Call DFE Helpline 0800 046 8687 or email [Dfe.coronavirushelpline@education.gov.uk](mailto:Dfe.coronavirushelpline@education.gov.uk) | Y  Y  Y | Y  Y  Y |
| School Trips | Staff, pupils. | Spread of virus to the rest of the school population resulting in illness/death. | * School to follow current government advice – No foreign or overnight trips in the UK. * Risk assessment process in place using Evolve and venue’s Covid Secure policy * Outside trips favoured * Children stay in bubbles | Y  Y  Y  Y  Y | Y  Y  Y  Y  Y |
| School uniform | Staff  Pupils | Spread of virus to the rest of the school population resulting in illness/death | * Pupils can wear school uniform and they do not need to be cleaned any more often than usual using usual detergents. | Y | Y |
| Pupils with EHCP and Vulnerable pupils | Pupils | Unable to attend school and parents then away from critical job | * Following Government advice on EHCP pupils review and update pupil risk assessment <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>   Those with an EHC plan should be risk-assessed  <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance>   * Share risk assessment with staff working with pupil with EHCP (Sarah Knight) | Y  Y | Y  Y |
| Wrap around care | Pupils  Staff | Spread of virus to the rest of the school population resulting in illness/death | * Review wrap around care and reopening provision with Club manager (TB) and administrator (KA) * Risk assessments reviewed for any third party provider (Premier/Drama/Art Adventurers etc.) * Keep bubbles in year groups or year group zones and keep concise registers * Parents informed to limit the use of different wrap around care providers (KIT letter) | Y  Y  Y  Y | Y  Y  Y  Y |
| Transport | Pupils | Spread of virus to the rest of the school population resulting in illness/death | * Liaise with LA and private transport companies to establish new arrangements for “bubbles” to travel together where possible or keep this consistent. * Establish arrangements for * Use of sanitiser upon boarding and/or disembarking * Queuing and boarding * Distancing vehicles where possible * Face covering are only for pupils aged over 11 * Public transport – work with partners to stagger start time so travel is out of peak hours | Y  Y  Y | Y  Y  Y |
| Ineffective Site Management leading to the spread of the virus | Staff, pupils, families of staff and pupils | Building not maintained or checked.  Insufficient fire safety and legionella management.  Causing injury | * Check security of supply chain and contractor service for example catering, cleaning contracts checked and ready to start or upscale again (agree dates). Cleaning products suitable for use on viruses. * Catering provider to follow government guidance on reopening a food business and provide copies of Covid 19 risk assessment. * In house catering complete Covid19 risk assessment * Review Planned Preventive Maintenance schedule – what services are due between now and September (see compliance checklist/Site Agent folders)   Make sure statutory checks are up to date for example boiler servicing. <https://www.hse.gov.uk/news/work-equipment-coronavirus.htm>   * Follow DFE guidance on managing buildings<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak> * Managing contractors - requirements expected from them to follow school social distancing measures – try to organise so outside main school hours. * Information on schools’ arrangements for managing risk from COVID19 shared with contractors. * Legionella – if school building has been fully closed then it will need flushing through – i.e Christmas holiday * If building has been closed reinstate all site agent checks including weekly fire alarm check – i.e Christmas holiday * Review building projects planned for summer and beyond. Contractors to provide risk assessments and method statements for their works that include COVID19 (Painting/Decorating/Carpet cleaning) * Schedule an evacuation – fire assembly point reviewed for social distancing (autumn term) and added to RA * Review fire wardens to ensure you have enough trained staff. Yes, MC/SS. KA/SB/NW and LB when MC and SS not on site * Grounds maintenance contract – arrange for grass cuttings * Bins are emptied in classrooms (twice a day) and offices daily (minimum) * Sufficient and consistent supplies of cleaning and PPE materials suitable for COVID19 | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y |
| Lack of training on new working arrangements for school | Staff, pupils, families of staff and pupils | Unfamiliar with new working procedures leading lack of social distancing and increasing risk of infection that could lead to injury/illness or death. | **Training**  Staff Induction back to school   * Enhanced and strengthened measure due to increased rate of infection (see training 4/1/20) * Inform them of ALL the control measures identified by risk assessment * What they need to do to keep themselves safe and their bubble of pupils safe at school * Safe use of face coverings * Spotting signs/symptoms for Covid19 for themselves and students * Local COVID19 testing station and access to home testing kits as Essential workers * First aid arrangements * Fire evacuation procedure * All staff training to be delivered virtually, if social distancing is not possible   Training for pupils   * Provide lessons on handwashing for example ebug and this video (Why is school different – March 2021 PowerPoint) <https://youtu.be/x3v521MTjio>   Promoting good respiratory hygiene “catch it bin it kill it”   * Update information to parents on symptoms and not sending pupils in with them and new arrangements for the school day. Also include track and trace and agreement to have testing. KIT/Newsletters | Y  Y  Y | Y  Y  Y |
| First aid and medication and delivering personal care | Staff, pupils, families of staff and pupils | Insufficient first aider coverage | * Provide appropriate PPE for first aiders dealing with suspected Covid 19 * Inform first aiders what control measures are in place.   <https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>   * Sufficient first aiders on site (to be reviewed each day and considered as part of staff rota). * Early years only –at least one person on site with paediatric first aid. * Ensure those pupils in school have up to date medication onsite and their allergen information is also up to date. * Systems in place for checking any menu/ingredient changes (due to food shortages/changes) against pupils with allergens. * First aider and those administering medication to maintain social distancing where possible.   **Personal care**   * Staff providing personal care including nappy changing should wear appropriate PPE for first aiders (mask, disposable gloves and disposable aprons) * Changing mat should be cleaned between each nappy change. Disposable gloves changed between each nappy change. | Y  Y  Y  Y  Y  Y  Y  Y  Y | Y  Y  Y  Y  Y  Y  Y  Y  Y |
| Pupils and staff working from home  (Parents may choose not to send their pupils to school)  Social isolation leading to mental health problems | Staff, pupils, families of staff and pupils | Incorrect/poor work station set up leading to Musculoskeletal conditions  Mental health | **Staff**   * Staff who working from home –reminded about keeping information secure and complying with GDPR. * Staff provided with laptop and separate mouse- DSE assessment not required for working at home. * Share HSE [guidance](https://www.hse.gov.uk/toolbox/workers/home.htm?utm_source=twitter&utm_medium=social&utm_campaign=coronavirus&utm_term=employers&utm_content=dse) on working from home. Staff should follow good practice and work from a table. * Check staff complete the checklist and highlight any issues to you * School to consider staff mental health and review communication arrangements with staff. Rather than emails consider a meeting via a platform like Zoom. * Access to MHFA (SS) – Mental Health First Aider * Pregnant staff– update their pregnancy risk assessment frequently and at any point at their request * Think about ways to improve mental health from working at home as it can be difficult to separate work from home life. * SDMs/PPA run virtually using technology so staff can still feel part of a team * Encourage staff to speak to colleagues daily * Identify staff that live on their own and ring them daily to make sure they are okay * Google Form used to survey staff to find out further ways we can support their well-being and safety (8/1/21) * Well-being meeting (virtual) held to discuss further strategies (14/1/21) | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y |
| Stress and mental health  Parents and pupils anxious about returning to school  Staff working long hours delivering face to face as well as setting work for those pupils at home | Staff, pupils, families of staff and pupils | Stress and anxiety leading to loss of sleep and changes in behaviour.  Resulting in time of work/school  Increase in absenteeism and Presentism | * Clear communication to parents on returning to school and how this will be managed * Recognise that parents and pupils that may have been shielding or those concerned about the comparatively increased risk from COVID 19 including those from Black, Asian, Minority Ethnic or who have certain conditions such as obesity and diabetes and support mechanisms in place to reassure parents and staff. * Additional pastoral support provided to pupils. * Use of professional resources to share experiences of lockdown with children for example references in KIT and Newsletters * Monitor staff workload between classroom delivery and setting work for pupils at home (those isolating or working from home due to lockdown). * Regular updates to parents on safety measures in place | Y  Y  Y  Y  Y  Y | Y  Y  Y  Y  Y  Y |
| Ineffective use of PPE | Staff, pupils, families of staff and pupils | PPE facemasks become contaminated and source of infection causing illness to wearer | * School to follow DFE and WHO guidance that currently does not require schools to provide PPE for staff in general apart from those administering first aid, dealing with a suspected case of COVID19 and personal care. * School to provide and maintain a supply of suitable PPE for staff that are required to use it (Disposable gloves, aprons and face masks, visors). * Pupils/staff travelling in by public transport or private transport (over the age of 11 is compulsory) - lidded bin available to dispose of masks on arrival. Plastic bags provided to pupils and staff with face covering. * Face covering used for transport to be placed into a plastic bag and stored in pupils/staff own bag. Face coverings are not left hanging around anyone’s neck. | Y  Y  Y  Y | Y  Y  Y  Y |
| Shortage of staff | Pupils, provision of education  Safety | Safety  Education | * Prioritise most needy children /classes with remaining staff * Inform parents with EHCP if provision changes | Y  Y | Y  Y |
| Staff with health issues (e.g. Heart) | Member of staff | Anxiety  Stress  Health issues | * Refer to on-going DfE guidance * Ask them to contact their GP/Health professional; to seek advice on their condition * Carry out individual risk assessment * Consider if job changes are needed | Y  Y  Y  Y | Y  Y  Y  Y |
| Kitchen shut down | Children | Lack of food | * Parents to provide packed lunches | Y | Y |
| Site team shortage | Pupils, staff | Inability to open/close  Long working hours  Cleanliness | * Discuss with cleaning contractor cover arrangements in good time * Rota locking and unlocking SS/NW/LB * Consider other staff for rota if prolonged absence | Y  Y  Y | Y  Y  Y |
| Leadership shortage | Pupils, staff | Lack of clear leadership/decision making/monitoring | * Access via phone * Access via video conferencing * Use of Phase Leaders to ‘step up’ * Use of Deputy/Inclusion Lead to lead | Y  Y  Y  Y | Y  Y  Y  Y |
| Office shortage | Smooth admin | Lack of communication  Lack of admin role | * Cover with LSAs / SLT * Inform parents not to phone unless emergency | Y  Y | Y  Y |
| Other school users | Other users/school children and staff afterwards | Lack of clear Covid procedures  Leaving site unsafe | * Inform of control measures, including the possibility that a suspension of usage may occur * No lettings unless Covid-secure and satisfactory risk assessment provided * Breakfast and afterschool club to be zoned and restricted to year groups (as DfE guidance allows) * Educational and high needs visitors only – peri teachers/OT’s/Social workers/speech and language etc | Y  Y  Y  Y | Y  Y  Y  Y |
| Ineffective use of PPE | Staff, pupils, families of staff and pupils | PPE facemasks become contaminated and source of infection causing illness to wearer | * School to follow DFE and WHO guidance that currently does not require schools to provide PPE for staff in general apart from those administering first aid when dealing with a suspected case of COVID19 and personal intimate care * School to provide and maintain a supply of suitable PPE for staff that are required to use it (Disposable gloves, aprons and face masks). * Where Staff and pupils chose to wear their own PPE – make this clear that this is a personal choice but not identified by the Government and Public Health England. * PPE training for staff who may need to deal with medical incident or intimate care (CBC 2/6/20 and 3/6/20) FD/KA/SB | Y  Y  Y  Y | Y  Y  Y  Y |
| Long period “lockdown” and loss of learning to the majority of pupils. School remains open for key workers pupils. | Pupils not attending setting during lockdown period | Loss of education | * Aim to have a timetable of 4 live lessons a day up and running very quickly (English/Maths/Phonics or Spelling Grammar and Punctuation, and one other linked to theme) – delivered by year group teachers * Follow latest government tiered approach:   **Tier 1: All pupils attend as normal.**  **Tier 2: Secondary schools and colleges move to rotas, with students alternating a fortnight attending and a fortnight at home. Primary schools remain open to all.**  **Tier 3: Most secondary pupils learn from home as secondary schools and colleges are only open to vulnerable children, the children of key workers and selected year groups.**  **Tier 4: All schools switch to remote learning, except for vulnerable children and the children of key workers, and students at alternative provision and special schools.**  The guidance also sets out what to do when a school confirms a case of coronavirus. Health protection teams will advise the school how many pupils need to be sent home to isolate for 10 days.   * Google Classroom training for all teachers 14/9, Oct 20 and 4/1/21 * LSAs/Club/MDSAs to provide Key worker provision/supervision (but they would ‘attend’ virtual lessons too * Continue communication through Website/Text messages/class@ emails * Use of Google Classroom for work to be uploaded to when needed * Possible use of technology to deliver assemblies / stories etc * Use of Loom to provide at least on video ‘lesson’ for each ‘subject ‘Maths’, ‘English’, ‘Phonics’ until live lessons were possible * Recommended use of Oak Academy and BBC Bitesize for ‘top up learning’ * As children are brought back into school, ensure Classroom Monitor is totally up-to-date (so we know gaps), issue guidance on key focus/priorities for timetables (Maths, English, Phonics, Science, PSHE and KPIs) * Revisit PP plan – will SK/LB/NW etc. be able to run catch up interventions for PP/SEND children? * Consider what longer term support can be put in place to support children who have got significantly behind their peers. Write this into an updated SDP * Continue with interventions for children (using Catch up funding) to minimise learning gaps for all (but especially PP) children – MW/JF/JM and Third Space | N  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y | N  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y |
| Long period “lockdown” and loss of learning to the majority of pupils. School has remained open for key workers pupils  (cont) | Pupils not attending setting during lockdown period | Loss of education | * Provide parents with website links (Kids Area of website) * Keeping in Touch letters once a week to keep parents informed and set expectations | Y  Y | Y  Y |
| Training, new intake meetings, parents’ evening etc cannot take place | School finances, staff CPD, parents having information | Finances from low intake 2021  Staff training is poor  Parents lack information of how to support their children | * Have a viable ‘remote’ alternative for everything we used to do in person i.e. new intake sessions on the field, Loom presentations for parents * Virtual parents evening by Zoom, telephone or Google Meet * Training to be completed in Covid secure way where possible i.e. socially distanced in the hall * Remote CPD where Covid secure is not possible * Webinar attendance by staff | Y  Y  Y  Y  Y | Y  Y  Y  Y  Y |

Risk Assessment Action Plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Control measure not yet in place or**  **Additional Control Measures**  *(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).* | **Action by Whom**  *(list the name of the person/people who have been designated to conduct actions)* | **Action by When**  *(set timescales for the completion of the actions – remember to prioritise them)* | **Action Completed**  *(record the actual date of completion for each action listed)* | **Residual Risk Rating** |
| Risk assessments completed for clinically vulnerable staff (pregnant and over 70) | Nicki Walker | 7th September 2020 | Completed  On-going as required with individual staff | Medium |
| Review care plans for any children returning to school after shielding | Sarah Knight | 7th September 2020 | Completed | Medium |
| Aim to have a timetable of 4 live lessons a day up and running very quickly (English/Maths/Phonics or Spelling Grammar and Punctuation, and one other linked to theme) – delivered by year group teachers | Nicki Walker/Louise Bunney | Within 2 weeks of any future lockdown | Achieved within one day of national lockdown being announced at 8pm on 4/1/21  In place 6/1/2 | Medium |
| Purchase 3 wall mounted sanitisers: school office foyer, outside office, bottom of stairs/entrance (before going up to staffroom) | Karen Appleby | As soon as possible | Completed – now have 6 | Low |
| **Reviewed by:**  **Signature: Louise Bunney** | **COMMENTS:**  *Record any comments reviewer wishes to make. Including recommendations for future reviews.* | | | |
| **PRINT NAME: Louise Bunney** |

|  |  |
| --- | --- |
| **RESIDUAL RISK RATING** | **ACTION REQUIRED** |
| **VERY HIGH (VH) Strong likelihood of fatality / serious injury/illness occurring** | **The activity must not take place at all.**  You must identify further controls to reduce the risk rating. |
| **HIGH (H) Possibility of fatality/serious injury/illness occurring** | You must identify further controls to reduce the risk rating.  Seek further advice, e.g. from your H&S Consultant |
| **MEDIUM (M) Possibility of significant injury or over 7 day absence occurring** | If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely. |
| **LOW (L) Possibility of minor injury/illness only** | No further action required. |

Appendix 1



Appendix 2

Guidance

Coronavirus what you need to know <https://www.gov.uk/coronavirus>

Full opening of schools in September <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Safer travel guidance for passengers <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Getting Tested <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Information for the public: <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

Blog and frequently asked questions: <https://publichealthmatters.blog.gov.uk/category/coronavirus-covid-19/>

Catch it Bin it Kill it poster <https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf>

NHS 111 online <https://111.nhs.uk/covid-19/>

New guidance staying alert and safe social distancing : <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

Coronavirus (COVID-19): guidance on vulnerable children and young people

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

Self isolation <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Guidance on Shielding <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#what-will-change-from-1-august>

Clinically vulnerable people <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

Local Public Health Protection Team <https://www.gov.uk/health-protection-team>

Other resources:

<http://schoolwell.co.uk/coronavirus-resources-for-wellbeing-and-mental-health/>

Appendix 3

**End of term ‘events’ – when and how they will be run:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Event** | **Date** | **Covid measures** | **Notes** |
| New Intake Meeting for new parents Sept 2021 | Thursday 24th June  6:30pm  7pm  7:30pm | Held outside  Staggered meetings  Restricted to one parent per child  Legal limit of 30 adhered to  Social distancing and hygiene in place  Only 6 at a time inside the classrooms  Wear a face covering at all times, if you are not exempt | Please adhere to the one parent per child policy. We will have to insist on this and turn away any additional adults |
| Sports Day | Tuesday 29th June  Foundation Stage 9:10 – 9:50am  Year 1  10 – 10:40am  Year 3  10:50 – 11:30  Year 4  11:40 – 12:20  Year 2  1:30 – 2:10pm | Year groups at a time  Class bubbles stay separated  Restricted to one parent per child  Parents arrive via Queens Road entrance and leave via ‘field’ gate  Parents arrive ‘just in time’ and leave promptly  Legal limit of 30 adhered to  Social distancing and hygiene in place  Wear a face covering at all times, if you are not exempt  No refreshments  No uniform sale  Clean equipment between bubbles | Please adhere to the one parent per child policy. We will have to insist on this and turn away any additional adults  Please remain socially distanced from other parents and the children doing their sporting activities  Parents may take photos and videos for own use. Please do not post on social media/internet |
| Year 4 Transition Day to Middle Schools | Regrettably, these are unable to go ahead. Transition events where children ‘swap’ settings are not allowed under the restrictions. This will be done virtually (as it was last year) and with Alameda staff coming to do an ‘in person’ Q&A session with the children here. | | |
| New Intake ‘Stay and lunch’ sessions with pre-school settings | Regrettably, these are unable to go ahead. Transition events where children ‘swap’ settings are not allowed under the restrictions. Children will be offered ‘meet the teacher’ sessions on the field instead. These can be signed up for at the new intake meetings next week. | | |
| Class ‘swap’ day at Russell | Friday 9th July | Children will not move to their new classrooms to spend time with their new teachers, instead the new teacher will come to them in their existing classroom – this is much lower risk |  |
| Year 4 Leavers’ Assemblies | Thursday 15th July  9 – 9:45am – Kingfisher Class Assembly  10 – 10:45 – Starling Class Assembly  11 – 11:45 – Woodpecker Class Assembly | Held outside  Class groups one at a time  Class bubbles stay separated  Restricted to one parent per child  Parents arrive via Queens Road entrance and leave via ‘field’ gate  Parents arrive ‘just in time’ and leave promptly  Legal limit of 30 adhered to  Social distancing and hygiene in place  Wear a face covering at all times, if you are not exempt  Children handle their own leavers gifts – these won’t be handed to them  No hand shaking – just ‘elbow’ bumps! | Please adhere to the one parent per child policy. We will have to insist on this and turn away any additional adults  Parents may take photos and videos for own use. Please do not post on social media/internet |
| Year 4 Caldecotte Adventure Day | Friday 16th July  8am – 5:15pm | Stay in class bubbles all day  Covid risk assessment for all activities |  |
| Full House Theatre Workshops | Monday 19th – Wednesday 21st July (in school time) | Stay in class bubbles for all workshops  Covid risk assessment for all activities |  |
| Year 4 Leavers’ Party | Tuesday 20th July  Bubble Inflatable and games sessions:  11 – 12 noon  Woodpeckers  1 – 2pm  Starlings  2:15 – 3:15pm  Kingfisher | Class bubbles have their own session times on the field with inflatables  Social distancing and hygiene in place  Clean equipment between bubbles | Children may come to school in their own clothes (suitable for bouncing on inflatables!) |