

## Coronavirus (COVID-19): Risk Assessment Action Plan – UPDATED 31<sup>st</sup> December 2021

### Wren's Nest Primary School

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Date of Initial assessment: 28 <sup>th</sup> August 2020	<div> Date of review: 22<sup>nd</sup> October 2020  Date of review: 2<sup>nd</sup> January 2021  Date of review 1<sup>st</sup> March 2021  Date of review 2<sup>nd</sup> September 2021  Date of review 31<sup>st</sup> December 2021 </div> <div> Date of review: 25<sup>th</sup> November 2020  Date of review: 18<sup>th</sup> January 2021  Date of review 19<sup>th</sup> April 2021  Date of review 31<sup>st</sup> October 2021  Date of next review 25<sup>th</sup> February 2022 </div>

The sole purpose of this risk assessment is to support schools in preparing for the possibility of providing some face-to-face contact with pupils in all year groups **while reducing the risk of coronavirus transmission**. The risk assessment has been written in collaboration with a number of local authorities.

- For the purpose of this risk assessment, the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19). Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment (this must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added to to reflect the school**.
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents below:
  - [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)
  - [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 \(updated 12 May\)](#)

**LAST UPDATED ITEMS WITHIN THIS RISK ASSESSMENT ARE HIGHLIGHTED IN LIGHT GREEN**

<b>Key:</b>	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context.
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. 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	H	To ensure that all relevant guidance is followed and communicated: <ul style="list-style-type: none"> <li>The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly</li> <li>Information on the school website is updated.</li> <li>Pupils updated via classrooms/email/text as necessary.</li> <li>Any change in information to be shared with Chair of Governors and passed on to parents and staff by email</li> </ul> As a result, the school has the most recent information from the government, and this is distributed throughout the school community.	M	M	SP	1/9/2020	FGB
	H		M	M	SP	1/9/2020	FGB
	H		M	M	SP	1/9/2020	FGB
	H		M	M	SP	1/9/2020	FGB
Poor communication with parents and other stakeholders	H	<ul style="list-style-type: none"> <li>All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems</li> </ul>	M	M	SP/EP	1/9/2020	FGB
	H		M	M	SP/EP	1/9/2020	FGB

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
	H	<ul style="list-style-type: none"> <li>Headteacher to share risk assessment with all staff</li> <li>Parents notified of risk assessment plan and shared with parents via website.</li> </ul>	<u>M</u>	<u>M</u>	<u>SP/EP</u>	<u>1/9/2020</u>	<u>FGB</u>
	H	<ul style="list-style-type: none"> <li>As a result, all pupils and all staff working with pupils are adhering to current advice.</li> <li>Individual Risk Assessments are carried out as a necessary caution for staff who have been shielding or who are classed as 'clinically extremely vulnerable'.</li> </ul>	<u>M</u>	<u>M</u>	<u>SP/EP</u>	<u>1/9/2020</u>	<u>FGB</u>
			<u>L</u>	<u>L</u>	<u>SP/EP</u>	<u>25/11/2020</u>	<u>FGB</u>
Lack of awareness of policies and procedures	H	<ul style="list-style-type: none"> <li>School leaders will ensure that all policies impacted on by coronavirus controls are updated</li> </ul>	<u>M</u>	<u>M</u>	<u>SP/EP</u>	<u>1/9/2020</u>	<u>FGB</u>
	H	<ul style="list-style-type: none"> <li>All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li>Health and Safety Policy</li> <li>Infection Control Policy</li> <li>First Aid Policy</li> <li>Intimate care policy</li> <li>Behaviour policy</li> <li>Staff absence reporting procedures</li> </ul> </li> <li>All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> </ul> </li> </ul>	<u>M</u>	<u>L</u>	<u>SP/EP</u>	<u>1/9/2020</u>	<u>FGB</u>
			<u>M</u>	<u>L</u>	<u>SP/EP</u>	<u>1/9/2020</u>	<u>FGB</u>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
	H	<ul style="list-style-type: none"> <li>The Health Protection (Notification) Regulations 2010</li> <li>Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul>	<u>M</u>	<u>L</u>	<u>SP/EP</u>	<u>1/9/2020</u>	<u>FGB</u>
	H	<ul style="list-style-type: none"> <li>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> </ul>	<u>M</u>	<u>L</u>	<u>SP/EP</u>	<u>1/9/2020</u>	<u>FGB</u>
	H	<ul style="list-style-type: none"> <li>Staff are made aware of the school's infection control procedures in relation to coronavirus via email</li> </ul>	<u>M</u>	<u>L</u>	<u>SP/EP</u>	<u>1/9/2020</u>	<u>FGB</u>
	H	<ul style="list-style-type: none"> <li>Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus</li> </ul>	<u>M</u>	<u>L</u>	<u>SP/EP</u>	<u>1/9/2020</u>	<u>FGB</u>
	H	<ul style="list-style-type: none"> <li>Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of the 1 June 2020. All are informed that they must tell a member of staff if they begin to feel unwell</li> <li>Daily briefing issued to staff.</li> </ul> <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>	<u>M</u>	<u>L</u>	<u>SP/EP</u>	<u>1/9/2020</u>	<u>FGB</u>
Poor hygiene practice in school - <b>general</b>	H	<ul style="list-style-type: none"> <li>Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school)</li> </ul>	<u>L</u>	<u>L</u>	<u>SP/EP</u>	<u>1/9/2020</u>	<u>FGB</u>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
	H	<ul style="list-style-type: none"> <li>Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds</li> </ul>	<u>M</u>	<u>M</u>	<u>ALL STAFF</u>	<u>ON GOING</u>	<u>SP</u>
	H	<ul style="list-style-type: none"> <li>Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> <li>Cover coughs and sneezes with a tissue,</li> <li>To throw all tissues in a bin, promoting the 'catch it, bin it', kill it approach'</li> <li>To avoid touching eyes, nose and mouth with unwashed hands.</li> </ul> </li> </ul>	<u>M</u>	<u>M</u>	<u>ALL STAFF</u>	<u>ON GOING</u>	<u>SP</u>
			<u>M</u>	<u>M</u>	<u>EP/DH/LH</u>	<u>ON GOING</u>	<u>SP</u>
	H	<ul style="list-style-type: none"> <li>Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors</li> </ul>	<u>M</u>	<u>M</u>	<u>SP/EP/DH/LH</u>	<u>ON GOING</u>	<u>FGB</u>
	H	<ul style="list-style-type: none"> <li>Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance</li> </ul>	<u>M</u>	<u>M</u>	<u>EP/DH/LH</u>	<u>ON GOING</u>	<u>SP</u>
	H	<ul style="list-style-type: none"> <li>Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas</li> </ul>					
	H	<ul style="list-style-type: none"> <li>Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas.</li> </ul>	<u>M</u>	<u>M</u>	<u>ALL STAFF</u>	<u>ONGOING</u>	<u>SP</u>
	H	<ul style="list-style-type: none"> <li>Pupils and staff do not share cutlery, cups or food.</li> </ul>	<u>M</u>	<u>M</u>	<u>ALL STAFF</u>	<u>ON GOING</u>	<u>SP</u>
	H	<ul style="list-style-type: none"> <li><del>Staff to bring in their own cups and utensils</del></li> </ul>					
	H	<ul style="list-style-type: none"> <li>All utensils are thoroughly cleaned before and after use</li> </ul>	<u>M</u>	<u>M</u>	<u>ALL STAFF</u>	<u>ONGOING</u>	<u>SP</u>
	H	<ul style="list-style-type: none"> <li>Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day at lunchtime and paper/hand towels are refilled regularly- each day.</li> </ul>	<u>M</u>	<u>M</u>	<u>DH/LH</u>	<u>ONGOING</u>	<u>EP</u>
			<u>L</u>	<u>L</u>	<u>ALL STAFF</u>	<u>ONGOING</u>	<u>SP/EP</u>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
	H	<ul style="list-style-type: none"> <li>Reviewed – Due to Government changes on 19/7/2021 wearing of masks/visors – staff are NOT required to wear visors in public areas around school e.g. corridors and staffroom.</li> </ul>	L	L	ALL STAFF	ON GOING	SP/EP
	H	<ul style="list-style-type: none"> <li>Wearing of visors – staff are NOT required to wear a visor only if they are mixing by teaching across/working alongside children in 2 or more bubbles within the classroom setting (this does not include both halls or outdoors).</li> </ul>	L	L	ALL STAFF	ON GOING	SP/EP
	H	<ul style="list-style-type: none"> <li>Wearing of visors – staff are advised NOT to wear visors throughout the school day, in all areas. Masks should only be worn for specific medical reasons and when an individual risk assessment has been conducted.</li> </ul>	L	L	ALL STAFF	ON GOING	SP/EP/RW
	H	<ul style="list-style-type: none"> <li>Parents in Early Years will NOT be asked to wear a mask when dropping off and collecting their child and bringing into setting.</li> </ul>	L	L	ALL STAFF	ON GOING	SP/EP
	H	<ul style="list-style-type: none"> <li>EYFS staff to wear a mask/visor when parents are bringing and collecting children into the setting.</li> </ul>	M	L	EYFS STAFF	ON GOING	SP/EP
	H	<ul style="list-style-type: none"> <li>All staff advised to wear mask/visor if direct Face to Face contact with parents is required in doors and KS1 exit + entry doors when children arrive and leave.</li> </ul>	M	L	ALL STAFF	ONGOING	SP/EP
	H	<ul style="list-style-type: none"> <li>All parents and visitors entering and remaining in the building for more than 20 minutes will be required to wear a mask. As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</li> </ul>	M	L	ALL STAFF	ONGOING	SP/EP
Poor hygiene practice – specific – school entrance	H	<ul style="list-style-type: none"> <li>Clear signage in place regarding social distancing</li> </ul>	L	L	SP/EP	COMPLETED	FGB
	H	<ul style="list-style-type: none"> <li>Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors</li> </ul>	L	L	SP/EP	COMPLETED	FGB
	H	<ul style="list-style-type: none"> <li>Areas touched to be wiped down</li> </ul>	M	M	ONGOING	ON GOING	SP
	H	<ul style="list-style-type: none"> <li>Discourage parents from entering the school building</li> </ul>	M	M	ONGOING	ON GOING	SP

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
	L	<ul style="list-style-type: none"> <li>Rearrange furniture in reception area to facilitate social distancing.</li> </ul>	M	M	ONGOING	ON GOING	SP
	M	<ul style="list-style-type: none"> <li>If possible, arrange for a separate staff entrance to the workplace – stagger start times for staff where possible.</li> <li>As a result, reception staff are protected.</li> </ul>	L	L	SP/EP	COMPLETED	FGB
	M		M	M	EP	ON GOING	SP
Poor hygiene practice – specific – office spaces.	H	<ul style="list-style-type: none"> <li>Start and end times for administrative staff are staggered to support social distancing</li> </ul>	L	L	EP	COMPLETED	SP
	M	<ul style="list-style-type: none"> <li>Tissues/hand sanitiser to be available in office locations</li> </ul>	L	L	EP	ON GOING	SP
	M	<ul style="list-style-type: none"> <li>Staff to wash hands on arrival at school, school provides hand sanitiser at staff entrances.</li> </ul>	L	L	EP	ON GOING	SP
	M	<ul style="list-style-type: none"> <li>Each individual is responsible for wiping down their own work area before and after use.</li> </ul>	L	L	EP	ON GOING	SP
	M	<ul style="list-style-type: none"> <li>All other school staff making requests to the admin team are to wait at office door, this will reduce footfall in the office. Door to be left open at busy times.</li> </ul> <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	L	L	EP	ON GOING	SP
	M	<ul style="list-style-type: none"> <li>Photocopier room – extractor fan to be used at busier times.</li> </ul>	L	L	EP	ON GOING	SP
	M	<p>As a result this will allow for the increase of fresh air into the room.</p>					
	M	<ul style="list-style-type: none"> <li>Asymptomatic Lateral Flow testing for staff. Staff to take Lateral Flow tests at home twice weekly (Sunday &amp; Wednesday) and report results to NHS and Phase Leader.</li> </ul>	L	L	All staff	ONGOING	SP/EP
	M	<ul style="list-style-type: none"> <li>Increase of frequency for Latral Flow testing for all staff to 3-times a week from Sunday 18<sup>th</sup> April 2021 to enable all for all</li> </ul>	L	L			

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<p>staff to work across bubbles (covering PPA and staff non-covid sickness absence)</p> <p>As a result 3 times weekly testing will identify and isolate asymptomatic staff who test positive and will minimise disruption in school.</p>	L	L	All staff	ONGOING	SP/EP
Poor hygiene practice – specific - spread of potential infection at the start of the school day.	H	In line with government advice:	M	L	SP	ON GOING	FGB
	M	<ul style="list-style-type: none"> <li>Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus</li> </ul>	L	L	SP/EM	ON GOING	FGB
	M	<ul style="list-style-type: none"> <li>Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up (see power point slides for September 2021 reopening)</li> </ul>	L	L	SP/EM	ON GOING	FGB
	M	<ul style="list-style-type: none"> <li>Inform each year group and their parents of their allocated times for the beginning and end of their school day SEE LETTER TO PARENTS</li> </ul>	L	L	SP/EM	ON GOING	FGB
	M	<ul style="list-style-type: none"> <li>Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival <ul style="list-style-type: none"> <li>SLT and LM's on school entrance, with HV jackets</li> <li>Waiting bays for parents who are collecting more than 1 child</li> <li>Using one way system on key points on site.</li> </ul> </li> </ul>	L	L	ALL STAFF	ON GOING	SP
	M	<ul style="list-style-type: none"> <li>Pupils to be supervised in accessing hand-washing facilities on arrival, ensuring that pupils queue while maintaining social distancing as they wait for facilities</li> </ul>	L	L	ALL STAFF	ON GOING	FGB
		<ul style="list-style-type: none"> <li>Ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</li> </ul>	L	L	ALL STAFF	ON GOING	



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
	H	<ul style="list-style-type: none"> <li>Soap and water is the best approach to this and schools should endeavor to ensure there are enough hand washing facilities available. The correct hand washing routine should be followed.</li> </ul>	<u>M</u>	<u>L</u>	<u>ALL STAFF</u>	<u>ON GOING</u>	<u>FGB</u>
	H	<ul style="list-style-type: none"> <li>Hand sanitiser 'stations' are an alternative and sufficient of these should be available so that all pupils and staff can clean their hands regularly between washings.</li> </ul>	<u>M</u>	<u>L</u>	<u>SP</u>	<u>ON GOING</u>	<u>FGB</u>
	H	<ul style="list-style-type: none"> <li>Ensure supervision of hand sanitiser use given risks around ingestion.</li> </ul>	<u>M</u>	<u>M</u>	<u>SP</u>	<u>ON GOING</u>	<u>FGB</u>
		<ul style="list-style-type: none"> <li>Small children and pupils with complex needs should continue to be helped to clean their hands properly.</li> </ul>	<u>M</u>	<u>M</u>	<u>ALL STAFF</u>	<u>ON GOING</u>	<u>EP</u>
		<ul style="list-style-type: none"> <li>All staff to wash hands on arrival in school, hand sanitiser stations at staff entrances</li> </ul>	<u>L</u>	<u>L</u>	<u>SP/EP</u>	<u>ONGOING</u>	<u>FGB</u>
		<ul style="list-style-type: none"> <li>Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day – SEE PP SLIDES/HT at school entrance</li> </ul>	<u>M</u>	<u>L</u>	<u>SP/EP</u>	<u>ONGOING</u>	<u>FGB</u>
		<ul style="list-style-type: none"> <li>Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport</li> </ul>	<u>M</u>	<u>L</u>	<u>SP</u>	<u>ONGOING</u>	<u>FGB</u>
		<ul style="list-style-type: none"> <li><del>Issue information to pupils in relation to restrictions on their movement around the site SEE PP SLIDES</del></li> </ul>					
		<ul style="list-style-type: none"> <li>Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day.</li> </ul>	<u>M</u>	<u>M</u>	<u>SP</u>	<u>ONGOING</u>	<u>FGB</u>
			<u>M</u>	<u>M</u>	<u>DH/LH</u>	<u>ONGOING</u>	<u>EP</u>
		As a result, the risk of infection is reduced as pupils and staff arrive at school.					

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 – specific – toilet/changing facilities.	H H H H	<ul style="list-style-type: none"> <li>Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron</li> <li>All changing surfaces to be cleaned before and after each use</li> <li>Nappies/soiled items to be disposed of in yellow bags</li> <li>Staff to follow specific intimate care procedures - SEE POLICY</li> <li>Any soiled clothes are put into a plastic bag (double bagged) and sent home.</li> </ul> <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>	M M M M	M M L L	ALL STAFF ALL STAFF ALL STAFF ALL STAFF	ON GOING ON GOING ON GOING ON GOING	SP SP SP SP
Poor hygiene practice – specific - end of the school day.	H H H H H	<ul style="list-style-type: none"> <li>Issue information to parents about departure procedures, including safe pick-up</li> <li>Inform pupils and parents of their allocated times for the end of their school day - SEE PP SLIDES TO PARENTS</li> <li>Inform pupils and their parents of the allocated exit points and pick up points – SEE PP SLIDES TO PARENTS</li> <li>Make it clear to parents and pupils that they cannot congregate at the front of school/in the playground prior to the end of the school day. If waiting to collect pupils, parents are to either remain in cars and park safely or in Year Group specific allocated waiting bays.</li> <li>Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport and potential road closures.</li> </ul>	M M M M L	L L L L L	SP/EM SP/EM SP/EM SP/EM SP/EM	ON GOING ON GOING ON GOING ON GOING ON GOING	FGB FGB FGB FGB FGB

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 risk of infection is reduced as pupils and staff leave school.					
Ill health in school.	H	<ul style="list-style-type: none"> <li>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus</li> </ul>	<u>M</u>	<u>L</u>	<u>SP/EM</u>	<u>ON GOING</u>	<u>FGB</u>
	H	<ul style="list-style-type: none"> <li>Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell</li> </ul>	<u>M</u>	<u>L</u>	<u>SP/EM</u>	<u>ON GOING</u>	<u>FGB</u>
	H	<ul style="list-style-type: none"> <li>All staff are informed of the procedure in school relating a pupil becoming unwell in school</li> </ul>	<u>M</u>	<u>L</u>	<u>SP/EM</u>	<u>ON GOING</u>	<u>FGB</u>
	M	<ul style="list-style-type: none"> <li>All staff advised of the procedure in school if a member of staff becomes unwell.</li> </ul>	<u>L</u>	<u>L</u>	<u>SP/EM/EP</u>	<u>ON GOING</u>	<u>FGB</u>
	M	<ul style="list-style-type: none"> <li>Ensure all staff absences are appropriately recorded.</li> </ul>	<u>L</u>	<u>L</u>	<u>EP/MW</u>	<u>ONGOING</u>	<u>SP/EM</u>
	M	<ul style="list-style-type: none"> <li>Any pupil who displays signs of being unwell is immediately referred to SP/EM/EP and taken to the Health Room in EYFS</li> </ul>	<u>M</u>	<u>M</u>	<u>SP/EM/EP</u>	<u>ONGOING</u>	<u>SP/EM/EP</u>
	M	<ul style="list-style-type: none"> <li>Any staff member who displays signs of being unwell immediately refers themselves to SP/EM/EP and is sent home</li> </ul>	<u>M</u>	<u>M</u>	<u>SP/EM/EP</u>	<u>ONGOING</u>	<u>SP/EM/EP</u>
	M	<ul style="list-style-type: none"> <li>Where the named person is unavailable, staff ensure that any unwell pupils are moved to the Health 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 – see School's Attendance Guidance attachment</li> </ul>	<u>M</u>	<u>M</u>	<u>SP/EM/EP</u>	<u>ONGOING</u>	<u>SP/EM/EP</u>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
	M	<ul style="list-style-type: none"> <li>If a pupil needs to use the bathroom, they should use a separate bathroom-disabled toilet by EYFS which will be cleaned after use.</li> </ul>	<u>M</u>	<u>L</u>	<u>SP/EM/EP</u>	<u>ONGOING</u>	<u>SP/EM/EP</u>
	M	<ul style="list-style-type: none"> <li>Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained</li> </ul>	<u>M</u>	<u>M</u>	<u>SP/EM/EP</u>	<u>ONGOING</u>	<u>SP/EM/EP</u>
	M	<ul style="list-style-type: none"> <li>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 – PPE in DHT Office</li> </ul>	<u>L</u>	<u>L</u>	<u>ALL STAFF</u>	<u>ONGOING</u>	<u>SP/EM/EP</u>
	M	<ul style="list-style-type: none"> <li>The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen</li> </ul>	<u>M</u>	<u>L</u>	<u>ALL STAFF</u>	<u>ONGOING</u>	<u>SP/EM/EP</u>
	M	<ul style="list-style-type: none"> <li><del>Unwell pupils who are waiting to go home are supervised in the HEALTH ROOM where they can be at least two metres away from others</del> MEMBER OF STAFF TO STAND OUTSIDE ROOM WITH DOOR OPEN TO MINIMISE CONTACT</li> </ul>	<u>M</u>	<u>L</u>	<u>ALL STAFF</u>	<u>ONGOING</u>	<u>SP/EM/EP</u>
	M	<ul style="list-style-type: none"> <li>Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.</li> </ul>	<u>M</u>	<u>L</u>	<u>ALL STAFF</u>	<u>ONGOING</u>	<u>SP/EM/EP</u>
		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.					

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 management of pupil numbers reduces the ability of pupils and staff to practice social distancing.	H	<ul style="list-style-type: none"> <li>Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend</li> </ul>	<u>M</u>	<u>M</u>	<u>SP/EM</u>	<u>ON GOING</u>	<u>FGB</u>
	H	<ul style="list-style-type: none"> <li>Leaders to calculate capacities of classrooms</li> </ul>	<u>M</u>	<u>M</u>	<u>SP/EM</u>	<u>ON GOING</u>	<u>FGB</u>
	H	<ul style="list-style-type: none"> <li>Classrooms allocated for provision and small adaptations made to to support distancing where possible without compromising safety routes or fire escapes.</li> </ul>	<u>M</u>	<u>M</u>	<u>SP/EM</u>	<u>ON GOING</u>	<u>FGB</u>
	H	<ul style="list-style-type: none"> <li>Classrooms to be arranged so adults maintain 2 metre distance from each other, and from children where possible and when circumstances allow.</li> </ul>	<u>M</u>	<u>M</u>	<u>SP/EM</u>	<u>ON GOING</u>	<u>FGB</u>
	H	<ul style="list-style-type: none"> <li>Timetable reviewed and refreshed and programme communicated to teachers and staff</li> </ul>	<u>M</u>	<u>M</u>	<u>SP/EM</u>	<u>ON GOING</u>	<u>FGB</u>
	H	<ul style="list-style-type: none"> <li>Where possible, pupil movement to be limited to make social distancing easier and specialist teachers to move between allocated classrooms</li> </ul>	<u>M</u>	<u>M</u>	<u>SP/EM</u>	<u>ONGOING</u>	<u>FGB</u>
	H	<ul style="list-style-type: none"> <li>Leaders to consider how best to supplement remote education with face to face support for pupils.</li> </ul> <p>As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.</p>	<u>M</u>	<u>M</u>	<u>SP//EM</u>	<u>ONGOING</u>	<u>FGB</u>
A pupil is tested and has a confirmed case of coronavirus.	H	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>The rest of the class/group should be advised to self isolate for 10 days. Do not take any action regarding notifying bubbles until you have been contacted by PHE. Refer to the school symptom management Standard Operating Procedure (SOP)</li> </ul>	<u>M</u>	<u>L</u>	<u>SP/EM/EP</u>	<u>ON GOING</u>	<u>FGB</u>
	H		<u>M</u>	<u>M</u>	<u>SP/EM/EP</u>	<u>ON GOING</u>	<u>FGB</u>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>The Headteacher will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action.</li> </ul> <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p> <p>Further guidance on isolation and vaccination is due to be released, school will follow DfE guidance.</p>					
Insufficient staff to run face-to-sessions for pupils.	H	<ul style="list-style-type: none"> <li>Leaders to ensure that they have a complete list of shielded (clinically extremely vulnerable) and clinically vulnerable adults for their school</li> </ul>	<u>M</u>	<u>L</u>	<u>SP/EM/EP</u>	<u>ON GOING</u>	<u>FGB</u>
	H	<ul style="list-style-type: none"> <li>Leaders to ensure that the clinically vulnerable offered the safest available on-site roles where possible</li> </ul>	<u>M</u>	<u>M</u>	<u>SP/EM/EP</u>	<u>ON GOING</u>	<u>FGB</u>
	H	<ul style="list-style-type: none"> <li>Protocols for staff to inform leaders if they need to self-isolate are clearly in place</li> </ul>	<u>M</u>	<u>M</u>	<u>SP/EM/EP</u>	<u>ON GOING</u>	<u>FGB</u>
	H	<ul style="list-style-type: none"> <li>Leaders ensure there is a rota in place for cover in the instance that staff have to self isolate.</li> </ul>	<u>M</u>	<u>M</u>	<u>SP/EM/EP</u>	<u>ON GOING</u>	<u>FGB</u>
	H	<ul style="list-style-type: none"> <li>Protocols for staff to inform leaders if they need to self-isolate are clearly in place</li> </ul>	<u>M</u>	<u>M</u>	<u>SP/EM/EP</u>	<u>ON GOING</u>	<u>FGB</u>
	H	<ul style="list-style-type: none"> <li>Leaders ensure there is a rota in place for cover in the instance that staff have to self isolate.</li> </ul> <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>	<u>M</u>	<u>M</u>	<u>SP/EM/EP</u>	<u>ON GOING</u>	<u>FGB</u>
Pupil movement between lesson, at breaktime and	H	<ul style="list-style-type: none"> <li>Staggered starts to be put in place for breaktime and lunchtime—SEE LUNCHTIME PLAN January 2021</li> </ul>	<u>M</u>	<u>L</u>	<u>SP/EM</u>	<u>ON GOING</u>	<u>FGB</u>
	H		<u>M</u>	<u>M</u>	<u>SP/EM</u>	<u>ON GOING</u>	<u>FGB</u>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
lunchtime increases the risk of infection.	H	<ul style="list-style-type: none"> <li>One-way circulation where possible to be put in place for pupils arriving and leaving shared lunch space/lessons.</li> </ul>	M	M	SP/EM	ON GOING	FGB
	H	<ul style="list-style-type: none"> <li>Allocated outdoor areas for each year group to be identified for breaktime and lunchtime</li> </ul>	M	L	SP/EM	ON GOING	FGB
	H	<ul style="list-style-type: none"> <li>Lunchtime to be staggered for different year groups SEE LUNCHTIME TIMETABLE</li> </ul>	M	L	ALL STAFF	ON GOING	FGB
	H	<ul style="list-style-type: none"> <li>Additional physical barriers to continue in the dining hall to be implemented to remind children and staff of the division of bubbles in both halls.</li> </ul>	M	M	ALL STAFF	ON GOING	SP/EM
	H	<ul style="list-style-type: none"> <li>Pupils advised not to play contact games at breaktime or lunchtime. Ball games and shared outdoor equipment to be prohibited if used, must be sanitised after use.</li> </ul>	M	M	ALL STAFF	ON GOING	SP/EM/EP
	N/A	<ul style="list-style-type: none"> <li>Pupils to be supervised in washing hands before and after lunch</li> </ul>	N/A				
	H	<ul style="list-style-type: none"> <li>In dining halls, consideration given to marking seats that can be used and removing other seating. Bench style seating clearly marked. Screen provided to protect food in canteen when pupils purchase food. Both halls being used.</li> </ul>	M	M	ALL STAFF	ON GOING	SP/EM
	H	<ul style="list-style-type: none"> <li>Touch terminals/cashless catering is not used. Till operator searches for pupils by name on the electronic system (rather than using fingerprint recognition)</li> </ul>	M	M	PT	ON GOING	SP/EM/EP
		<ul style="list-style-type: none"> <li>Tables to be cleaned between year groups using lunchtime facilities SEE BRIEFING NOTE</li> </ul>					
		<ul style="list-style-type: none"> <li>Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness</li> </ul>					
		As a result, the risk of infection during unstructured time is reduced.					

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
Spread of infection in classrooms/shared areas.	H	<ul style="list-style-type: none"> <li>Class sizes reduced to ensure social distancing can be adhered to. <del>Follow new guidance re class sizes for primary and secondary</del></li> </ul>	M	L	ALL STAFF	1/9/2020	SP
	H	<ul style="list-style-type: none"> <li>Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible. <del>Follow new guidance re class sizes for primary and secondary</del></li> </ul>	M	M	SP/EP/DH/LH	1/9/2020	FGB
	H	<ul style="list-style-type: none"> <li>Tissues and hand sanitiser to be located in each classroom/learning space</li> </ul>	M	M	SP/EM/EP	1/9/2020	FGB
	H	<ul style="list-style-type: none"> <li>Bins to be emptied frequently in classrooms.</li> </ul>	M	M	ALL STAFF	ON GOING	FGB
	H	<ul style="list-style-type: none"> <li>Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open</li> </ul>	M	M	DH/LH	1/9/2020	
	H	<ul style="list-style-type: none"> <li>Where possible, windows to be opened to provide ventilation. <b>Keep spaces well ventilated at all times.</b></li> </ul>	M	M	DH/LH	ON GOING	EP
	H	<ul style="list-style-type: none"> <li>Staff to clean IT equipment (esp keyboards) with anti-bacterial cleanser or wipes before and after each use</li> </ul>	M	M	ALL STAFF	ON GOING	EP
	H	<ul style="list-style-type: none"> <li>Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use</li> </ul>	M	M	ALL STAFF	ON GOING	SP/EM/EP
	H	<ul style="list-style-type: none"> <li>If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned</li> </ul>	M	M	ALL STAFF	ON GOING	SP/EM/EP
	H	<ul style="list-style-type: none"> <li>Guidance issued to staff on the use of the staff room and staff toilet area. Staff to be reminded to adhere to social distancing at all times.</li> </ul>	M	M	ALL STAFF	ON GOING	SP/EP
	H	<ul style="list-style-type: none"> <li>Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc</li> </ul>	M	M	ALL STAFF	ON GOING	SP/EP
	H	<ul style="list-style-type: none"> <li>Staff must wash and dry their own cups, plates and utensils, using disposable towels.</li> </ul>	M	M	ALL STAFF	ON GOING	SP/EM/EP



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
	M	<ul style="list-style-type: none"> <li>Staff meetings will be held in the main hall (allows for social distancing) or via Teams in a classroom in school, should the member of staff choose this option.</li> </ul>	L	L	All Teaching Staff	ONGOING	SP/EM/AS
	M	<ul style="list-style-type: none"> <li>Daily briefing Staff can choose to attend daily briefing in the main hall (allows for social distancing). If they do not choose to attend, someone from the phase will need to act as a representative and have the responsibility to share information with colleagues from the briefing. The Phase Leader will also conduct wellbeing checks on any staff members who do not attend briefing in main hall.</li> </ul> <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>	L	L	ALL STAFF	ONGOING	SP/EM/AS/EP
Poor pupil behaviour increases the risk of the spread of the infection.	H	<ul style="list-style-type: none"> <li>Pupils are reminded of the behaviour policy on their return to school. S Parkes to deliver via first assembly.</li> </ul>	M	M	SLT	1/9/2020	SP/FGB
	H	<ul style="list-style-type: none"> <li>Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents.</li> </ul>	M	M	SLT	1/9/2020	SP/FGB
	H	<ul style="list-style-type: none"> <li>Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary.</li> </ul> <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>	M	M	SLT	ON GOING	SP/FGB
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	H	<ul style="list-style-type: none"> <li>Specific arrangements for pupil transport have been risk assessed and agreed with local providers</li> </ul>	M	M	SP/EM/AK	1/9/2020	FGB
	H	<ul style="list-style-type: none"> <li>Leaders and staff should review individual pupils' handling plans, including the use of PPE</li> </ul>	M	M	SLT	1/9/2020	FGB

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
	H	<ul style="list-style-type: none"> <li>Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy)</li> </ul>	<u>M</u>	<u>M</u>	<u>SP/EM/AK</u>	<u>1/9/2020</u>	<u>FGB</u>
	H	<ul style="list-style-type: none"> <li>Review individual communication plans where close proximity is expected e.g. on-body signing</li> </ul>	<u>M</u>	<u>M</u>	<u>SP/EM/AK</u>	<u>1/9/2020</u>	<u>FGB</u>
	H	<ul style="list-style-type: none"> <li>Plans should be understood, shared and followed consistently by all staff working with those pupils</li> </ul>	<u>M</u>	<u>M</u>	<u>SP/EM/AK</u>	<u>1/9/2020</u>	<u>FGB</u>
	H	<ul style="list-style-type: none"> <li>Prepare additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and pupils prior to pupils returning to school.</li> </ul> <p>As a result, pupils with complex needs are well supported.</p>	<u>M</u>	<u>M</u>	<u>SP/EM/AK</u>	<u>1/9/2020</u>	<u>FGB</u>
Vulnerable staff and supporting staff in high risk groups including BAME.	H	<ul style="list-style-type: none"> <li>Consult and review with individuals that fall in the high risk group: Older Males/High Body Mass Index (BMI)/Health Condition e.g. diabetes/BAME/Pregnant staff.</li> </ul>	<u>M</u>	<u>M</u>	<u>SP/EP</u>	<u>22/10/2020</u>	<u>FGB</u>
	H	<ul style="list-style-type: none"> <li>Support staff by ensuring stringent controls are in place during the pandemic.</li> </ul>	<u>M</u>	<u>M</u>	<u>SP/EP</u>	<u>22/10/2020</u>	<u>FGB</u>
	H	<ul style="list-style-type: none"> <li>Offer extremely vulnerable staff the option of working from home whereby lockdown restrictions have been put into place. Medical advice may be sort.</li> </ul>	<u>M</u>	<u>M</u>	<u>SP/EP</u>	<u>22/10/2020</u>	<u>FGB</u>
	H	<ul style="list-style-type: none"> <li>Individual Risk Assessment for Pregnant staff will need to include Covid-19 measures to ensure workplace safety.</li> </ul>	<u>M</u>	<u>M</u>	<u>SP/EP</u>	<u>22/10/2020</u>	<u>FGB</u>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Vulnerable pupils and pupils with SEND do not receive appropriate support.	H	<ul style="list-style-type: none"> <li>Appropriate planning is in place to support the mental health of pupils returning to school</li> <li>Agree what returning support is available to pupils with SEND in conjunction with families and other agencies.</li> </ul> <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	<u>M</u>	<u>M</u>	<u>SP/AH/EM</u>	<u>1/9/2020</u>	<u>FGB</u>
	H		<u>M</u>	<u>M</u>	<u>AH/EM</u>	<u>1/9/2020</u>	<u>SP</u>
Increased number of safeguarding concerns reported after lockdown.	H	<ul style="list-style-type: none"> <li>Agree safeguarding provision to be put in place to support returning pupils</li> <li>Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns</li> <li>Follow up any referrals made by staff swiftly, while maintaining social distancing.</li> </ul> <p>As a result, safeguarding remains of the highest priority and practice.</p>	<u>M</u>	<u>L</u>	<u>SP/EM/EM</u>	<u>1/9/2020</u>	<u>FGB</u>
	H		<u>M</u>	<u>L</u>	<u>SP/EM/EM</u>	<u>1/9/2020</u>	<u>FGB</u>
	H		<u>M</u>	<u>L</u>	<u>SP/EM/EM</u>	<u>1/9/2020</u>	<u>FGB</u>
Emergency evacuation due to fire etc.	H	<ul style="list-style-type: none"> <li><del>Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained</del></li> <li><del>Leaders to communicate procedures to all staff</del></li> <li><del>Staff to communicate emergency evacuation procedures to pupils as a reminder as and when required.</del></li> </ul> <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	<u>M</u>	<u>L</u>	<u>SP/EM/EP</u>	<u>1/9/2020</u>	<u>FGB</u>
	H		<u>M</u>	<u>L</u>	<u>SP/EM/EP</u>	<u>1/9/2020</u>	<u>FGB</u>
	H		<u>M</u>	<u>L</u>	<u>SP/EM/EP</u>	<u>1/9/2020</u>	<u>FGB</u>
Cleaning is not sufficiently comprehensive.	H	<ul style="list-style-type: none"> <li>Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening</li> </ul>	<u>M</u>	<u>L</u>	<u>SITE TEAM</u>	<u>ON GOING</u>	<u>EP</u>
	H		<u>M</u>	<u>L</u>	<u>SITE TEAM</u>	<u>ON GOING</u>	<u>EP</u>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
	H	<ul style="list-style-type: none"> <li>A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures</li> </ul>	<u>M</u>	<u>L</u>	<u>SITE TEAM</u>	<u>ON GOING</u>	<u>EP</u>
	H	<ul style="list-style-type: none"> <li>Where possible, Additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning</li> </ul>	<u>M</u>	<u>L</u>	<u>SITE TEAM</u>	<u>ON GOING</u>	<u>EP</u>
	H	<ul style="list-style-type: none"> <li>Whilst pupils are at breaktime/lunchtime, K Wakefield or G Mills will continue to clean tables/door handles with a recommended detergent/disinfectant spray. Gloves to be worn during this and hands washed afterwards.</li> </ul>	<u>M</u>	<u>L</u>	<u>SITE TEAM</u>	<u>ON GOING</u>	<u>EP</u>
	H	<ul style="list-style-type: none"> <li>Hand sanitiser next to photocopiers/printers etc</li> <li>Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years).</li> </ul>	<u>M</u>	<u>L</u>	<u>SITE TEAM</u>	<u>ON GOING</u>	<u>EP</u>
		As a result, high standards of cleanliness are maintained in school and has been reviewed 1/3/2021-31/8/2021					
Contractors, deliveries and visitors increase the risk of infection.	H	<ul style="list-style-type: none"> <li>All contractors to be checked to ensure that they are essential visitors prior to entry to the school</li> </ul>	<u>M</u>	<u>L</u>	<u>SITE TEAM</u>	<u>ON GOING</u>	<u>EP</u>
	H	<ul style="list-style-type: none"> <li>Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils</li> </ul>	<u>M</u>	<u>L</u>	<u>SITE TEAM</u>	<u>ON GOING</u>	<u>EP</u>
	H	<ul style="list-style-type: none"> <li>All contractors/visitors to wash hands either prior to or on entry to the school site</li> </ul>	<u>M</u>	<u>L</u>	<u>SITE TEAM</u>	<u>ON GOING</u>	<u>EP</u>
	H	<ul style="list-style-type: none"> <li>Contractors and visitors are directed to the designated hand sanitiser facilities</li> </ul>	<u>M</u>	<u>L</u>	<u>SITE TEAM</u>	<u>ON GOING</u>	<u>EP</u>
	H	<ul style="list-style-type: none"> <li>All areas in which contractors work are cleaned in line with government guidance</li> </ul>	<u>M</u>	<u>L</u>	<u>SITE TEAM</u>	<u>ON GOING</u>	<u>EP</u>
	H	<ul style="list-style-type: none"> <li>Contractors to bring own food, drink and utensils onto site.</li> </ul>	<u>M</u>	<u>L</u>	<u>SITE TEAM</u>	<u>ON GOING</u>	<u>EP</u>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
	H	<ul style="list-style-type: none"> <li>Staff who receive deliveries to the school to wash hands in line with government guidance after handling</li> </ul>	<b>M</b>	<b>M</b>	<b>SITE TEAM + ADMIN</b>	<b>ON GOING</b>	<b>EP</b>
	H	<ul style="list-style-type: none"> <li>Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries</li> </ul>	<b>M</b>	<b>M</b>	<b>SITE TEAM</b>	<b>ON GOING</b>	<b>EP</b>
	H	<ul style="list-style-type: none"> <li>If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building</li> </ul>	<b>M</b>	<b>M</b>	<b>SITE TEAM</b>	<b>ON GOING</b>	<b>EP</b>
	H	<ul style="list-style-type: none"> <li>Surfaces to be cleaned after any deliveries have been made.</li> </ul> <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>	<b>M</b>	<b>M</b>	<b>SITE TEAM</b>	<b>ON GOING</b>	<b>EP</b>

#### Staff key:

FGB = Full Governing Body

SP – Sarah Parkes Headteacher/Deputy DSL

EM – Emily Moren – Deputy Headteacher/ DSL

AS – Andy Snape - Assistant Headteacher

EP – Elaine Pugh - Business Manager

SLT – Senior Leadership Team

AH –Amber Harris– SENCO

DH/LH – David Hayward, Site Manager + Louise Hodgkins, Caretaker

#### ADDITIONAL DOCUMENTATION USED – IF YOU WISH TO VIEW PLEASE CONTACT THE SCHOOL OFFICE

HT Back to School PPT Slides – on website and Parent Hub

School's Attendance Guidance – on website and Parent Hub

Welcome Back PPT slides for Children – in school

Whole School Lunch Briefing Note – in school

Staff Training – managing behaviour post COVID-19 in school

Remote Learning document – on website and link shared on Parent Hub

Rapid testing for Wren's Nest Primary School Staff

Privacy Notice – Details for managing delivery of Covid-19 testing


Updates and slides on the website and parent hub

## Updates and slides from HT – on website and Parent Hub




### Useful links:

- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- Prevention and control: <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
- Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
- Pupils' mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress>
- Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
- Parents with pupils with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
- Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
- Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
- Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
- Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
- Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
- Public health England <https://www.gov.uk/government/organisations/public-health-england>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
- Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- A detailed checklist and key guidance for action for health and safety is available at: [www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak](https://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>
- DfE information on asymptomatic testing for staff: <https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries>

Name of assessor – Head teacher	Signature of assessor	Date
Sarah Parkes		31/12/2021

Name of Chair of Governors	Signature of assessor	Date
Gill Abrahams	M. G. Abrahams	31/12/2021

Name of School Business Manager	Signature of manager	Date
Elaine Pugh		31/10/2021
Risk assessment reviews	<p>Signed by:</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p>Date:</p> <div style="text-align: center;"> <p>13.5.2020</p> <p>22.5.2020</p> <p>28.08.2020</p> <p>22.10.2020</p> <p>25.11.2020</p> <p>02.01.2021</p> </div>	

	18/01/2021
	01/03/2021
	19/04/2021
	02/09/2021
	31/10/2021
	31/12/2021