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**COVID-19: Operational Risk Assessment for School Reopening in Sept 2021**

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| **Member of Staff and Job Title:** | **Date of Assessment:** | **Date of Review:** | **Covered by this assessment:** |
| Sally Quartson (HT)Elizabeth Renouf-Crotty (DHT)Georgina Harcourt-Brown (DHT)Alison Knight (H&S Officer)Sharma Ruddock(Chair of LAB) | 23 July 2021  | 2 September 2021 6 September 2021 | Staff, pupils, parents, visitors, volunteers, contractors |

**Purpose of this document:**

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the re-opening of the school and ensure the school continues to operate in a safe way. This risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education: [Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak)

**Other Related Documents:**

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| **Relevant Existing Policies**  | **Local Authority/Trust/Union documents** | **Recent Government Guidance:** |
| Health and Safety PolicyFirst Aid PolicyChild Protection and Safeguarding PoliciesReporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 20012The Health Protection (Notification Regulations 2010Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’ | Covid19 Education and Skills Service Strategy (July 2021)Education and Skills Service Recovery Planning support for schools (May 2021) | New operational guidance has been published, in line with step 4 of the road map: * [Actions for schools during the coronavirus outbreak](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Factions-for-schools-during-the-coronavirus-outbreak%3Futm_source%3D06%2520July%25202021%2520C19%26utm_medium%3DDaily%2520Email%2520C19%26utm_campaign%3DDfE%2520C19&data=04%7C01%7C%7Cdd1f5618149142ca728008d945055da3%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637616711625475465%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=dbGBrw9bryFBtAYG4DOKryjda29UvNu1poapTpZZ37g%3D&reserved=0)
* [Guidance for special schools and other specialist settings](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fguidance-for-full-opening-special-schools-and-other-specialist-settings%3Futm_source%3D06%2520July%25202021%2520C19%26utm_medium%3DDaily%2520Email%2520C19%26utm_campaign%3DDfE%2520C19&data=04%7C01%7C%7Cdd1f5618149142ca728008d945055da3%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637616711625485461%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=6Rko8uMSWlfAstEL8aUhkY8dBMYKyKF5Lv%2FA9CEdH9o%3D&reserved=0)
* [Actions for FE colleges and providers during the coronavirus outbreak](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fcoronavirus-covid-19-maintaining-further-education-provision%3Futm_source%3D06%2520July%25202021%2520C19%26utm_medium%3DDaily%2520Email%2520C19%26utm_campaign%3DDfE%2520C19&data=04%7C01%7C%7Cdd1f5618149142ca728008d945055da3%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637616711625495457%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=LC2RLQqgjVa1u3F1C07oJFhi32C7VxYiqu6We9bMOTo%3D&reserved=0)
* [Actions for early years and childcare providers during the coronavirus outbreak](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fcoronavirus-covid-19-early-years-and-childcare-closures%3Futm_source%3D06%2520July%25202021%2520C19%26utm_medium%3DDaily%2520Email%2520C19%26utm_campaign%3DDfE%2520C19&data=04%7C01%7C%7Cdd1f5618149142ca728008d945055da3%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637616711625505453%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=PdefV4VdyiFRF6nPfsdqBbojAVmTba%2F0bzuDnxikei4%3D&reserved=0)
* [Use of PPE in education, childcare and children’s social care](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fsafe-working-in-education-childcare-and-childrens-social-care%3Futm_source%3D06%2520July%25202021%2520C19%26utm_medium%3DDaily%2520Email%2520C19%26utm_campaign%3DDfE%2520C19&data=04%7C01%7C%7Cdd1f5618149142ca728008d945055da3%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637616711625515450%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=I6%2FJhQiJY2ouBK462D3RScGGKor3CrOGQczDc0BebHs%3D&reserved=0)

[Covid-19 Action for out-of-school settings guidance](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fprotective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak%3Futm_medium%3Demail%26utm_campaign%3Dgovuk-notifications%26utm_source%3Da509fa77-4846-4e65-9d1d-b5ed772a4136%26utm_content%3Dimmediately&data=04%7C01%7C%7Cdd1f5618149142ca728008d945055da3%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637616711625525443%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=EOUy9iZ%2FKMaNZeUlyY%2FhNPckczcJdxhM0rJhc35Hs7E%3D&reserved=0) applies from step 4. It removes restrictions such as keeping children in consistent groups (bubbles), wearing face coverings in classrooms, communal areas and in community settings, limits on parental attendance, and restrictions on group sizes for residential visits. It also includes information about updating outbreak management plans and what to do when an individual in the setting tests positive for Covid-19. From 16 August, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact. **Please refer to the** [**COVID Outbreak Management Plan**](file:///O%3A%5C12.%20Coronavirus%20Closure%5C23.%20Autumn%202021%5CCOVID%2019%20Outbreak%20Management%20Plan%20Autumn%20Term%202021.doc) **and the** [**Flowchart**](file:///O%3A%5C12.%20Coronavirus%20Closure%5C23.%20Autumn%202021%5CFINAL%20Schools%20updated%20flowchart.pptx) **which sit alongside this risk assessment.** Apprenticeships [guidance](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fcoronavirus-covid-19-apprenticeship-programme-response%3Futm_medium%3Demail%26utm_campaign%3Dgovuk-notifications%26utm_source%3Ddc127d47-8124-4adc-b0ac-8e4ccd03b4e8%26utm_content%3Dimmediately&data=04%7C01%7C%7Cdd1f5618149142ca728008d945055da3%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637616711625535440%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=02v9yM1ic4I2qYX%2BJsQ9lX7QWkgwWBToRZQfv2haVdQ%3D&reserved=0) has been updated to reflect the change in the return to the workplace which will apply to apprenticeships as part of step 4 of the roadmap. This includes updated links and references to the redundancy support service, ending of flexibility permitting end-point assessment prior to functional skills qualification achievement, and an extension of the temporary policy on suspending the requirement for Level 2 apprentices to attempt Level 2 functional skills assessmentTransport [guidance](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Ftransport-to-school-and-other-places-of-education-autumn-term-2020%3Futm_medium%3Demail%26utm_campaign%3Dgovuk-notifications%26utm_source%3D05c0145b-82ce-4fa5-ad02-9e20c32407da%26utm_content%3Dimmediately&data=04%7C01%7C%7Cdd1f5618149142ca728008d945055da3%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637616711625545435%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=HbJfRG92BNtuFHKR76ypx%2B%2FNWknOC0pBXKMzUjBiofk%3D&reserved=0) has been updated to reflect step 4 of the roadmap out of lockdown. It removes the recommendations that distancing should be maximised and mixing should be minimised, and that children and young people aged 11 and over should wear face coverings. It provides advice on continuing to take proportionate measures to reduce the spread of infection.The [public health guidance](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fresponsibility-for-autumn-gcse-as-and-a-level-exam-series%3Futm_medium%3Demail%26utm_campaign%3Dgovuk-notifications%26utm_source%3D617843b1-c6f8-4a23-a32e-3e8841d56c7f%26utm_content%3Dimmediately&data=04%7C01%7C%7Cdd1f5618149142ca728008d945055da3%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C637616711625555429%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=TYV0LCcC61JbcN8wtCaX7MjuOUxHahOUY7jwSZFNQc4%3D&reserved=0) has been updated for exams with advice that applies from step 4. The guidance removes restrictions such as keeping students in consistent groups (bubbles) and wearing face coverings in classrooms and communal areas, and on dedicated transport[Protect vulnerable workers - Working safely during the coronavirus (COVID-19) pandemic (hse.gov.uk)](https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm)[Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe) |

**Risk matrix**

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| **Impact risk rating:**  | **Probability risk rating:** | **Overall risk rating:** |
| 5. Catastrophic  | 5. Almost certain to happen | **16 or more - red** |
| 4. Major – e.g. likely to result in school closure | 4. Likely | **12 to 15 - amber** |
| 3. Moderate – e.g. likely to result in one or more classes having to close | 3. Possible | **9 to 11 – amber** |
| 2. Minor  | 2. Unlikely | **Below 9 – green** |
| 1. Negligible | 1. Negligible | **Below 9 – green** |

| **Specific Concern/ Risk** | **Impact score (a)** | **Probability score (b)** | **Current Risk Rating****(a) x (b)** | **Control Measures** | **In Place**  | **Implications for opening the school and further action proposed** | **Risk rating following controls (1-25)** |
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| **A. Staffing Resources** |

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| 1. Risk that there are Insufficient staff to support all the pupils to be in school | **3** | 3 | 9 | * Clinically extremely vulnerable (CEV) people are no longer advised to shield, but may wish to take extra precautions to protect themselves and to follow the practical steps set out in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 to minimise their risk of exposure to the virus.
* Staff in settings who are CEV should attend their place of work if they cannot work from home.
 | Y | * Staff advised to seek advice from consultant.
* Individual risk assessments completed for identified staff. These will be updated in first weeks of September to ensure all relevant risks are addressed.
 | 6 |
| * Establish how many and which staff will be available, if staff develop COVID-19 symptoms and isolating, through RAG rating (extremely critically vulnerable staff/those fit for work). Carry out individual Staff Risk Assessments for the CEV staff where appropriate ([guidance available here](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))
 | Y  | See above and link to guidance. |
| * Based on available staffing and any cover you are able to secure, decide how many classes can be supported at any one time. Organise home learning (education off site) for pupils when not on the premises.
 | Y | * Currently, all classes return on Monday 6th September with Reception having a staggered start until 20th September.
* Teachers to ensure planning is suitable for ‘easy’ transfer to home learning via ClassDojo if required.
* ECP in place which ensures live lessons can be provided for majority of day while classes are self-isolating. Individuals advised to self-isolate will continue to be issued with learning via ClassDojo.
 |
| * Ensure flexible and responsive use of teaching assistants
 | Y | * Inclusion leader in liaison with full SLT to complete allocation of TAs and ensure expectations are communicated.
* Supply staff required when staff absence cannot be covered internally. See above. One agency to be used.
 |
| * Ensure there are sufficient support staff available to support those pupils who need a high level of support, including those with SEND whilst minimising changes in contact. Some pupils, for example those with Autism will need to be supported by the same adults, where possible
 | Y | * As per normal arrangements and see above.
* SLT/Inclusion leader to consider recruitment needs for SEND children across school and allocation of TAs to support.
* SEND/EHCP pupils entering Reception and other year groups have necessitated the recruitment of additional, experienced support staff in Reception.
 |
| * From Step 4, close contacts will be identified via NHS Test and Trace. Staff may be

contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases.  | Y | * SLT will be first contact and will liaise with relevant staff as required
 |
| * Ensure there is adequate delegation of roles to staff to deliver on site learning (for those attending school).
 | Y | Based on plans used effectively in previous situations:* Staff to plan curriculum/interventions for all children on site as per allocation of responsibilities with monitoring undertaken by DHTs
* Staff to ensure planning is transferable to home learning with few amendments needed for children/families self-isolating
* Staff rotas have been collated including supervising lunch and break times
* In case of shortage of staff, timetable will be amended or HT/DHTs will cover as required.
* Rotas have been amended to include new staff members and year group.
 |
| 2. Risk that the number of staff who are available is lower than that required to teach classes in school and operate effective home learning.  | **3** | 3 | 9 | * The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.
 | Y | All staff are aware of system for reporting if they are unwell/test results and will be reminded of this in September Inset days. | 6 |
| * Full use is made of all qualified teachers.
 | Y | All teachers have been allocated classes apart from HT/DHTs who will be available to cover classes if teachers are self-isolating along with cover teacher and HLTA. Roles and responsibilities will be finalised in September Inset days for each staff member and included in Staff Handbook. |
| * Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.
 | Y | All TAs have year group allocation/SEND responsibility and will cover classes if required.  |
| * Full use is made of test and trace to inform staff deployment i.e. ensure staff who have been instructed to self-isolate through test and trace are not attending school
 | Y | Reminder to be sent to all staff regarding access details for accessing test (and trace) on return to school with reminder to download/reactivate NHS app. Updates will be sent as needed.  |
| * A clear rationale is in place for which pupils will be in school and at home each day and a blended model of home learning and attendance at school is utilised until staffing levels improve.
 | Y | All staff are available to work in school with cover available for 4 classes and possibly more if needed due to illness. Should this number become higher, supply staff will be used. All pupils self-isolating are provided with remote learning. Where staff are self-isolating, either a teaching assistant/SLT member will cover the class and the teacher will zoom in or a supply teacher will be employed. |
| * Where possible, ensure pupils with SEND are prioritised to be in school.
 | Y | GH-B to liaise with staff to identify children and follow previous arrangements to support to attend school.  |
| 3. Risk of infection from use of supply teachers, temporary teachers, peripatetic teachers and deployment of ITT trainees. | 3 | 3 | 9 | * Where possible, minimise the number of different supply teachers visiting the school through longer contracts with agencies.
 | Y | Supply staff will be a last resort – employed cover staff will be utilised where possible. Limit use to two agencies whose risk assessments were requested and received /reviewed. Limit to key, known teachers wherever possible.  | **9** |
| * Ensure visiting staff are aware of hygiene measure and minimise contact to only pupils who need to be taught.
 | Y | Supply staff booklet for each class is updated and available. Supply staff to be made aware of protocols when signing in at entry door and are reminded by team teacher/support staff. Updated with new procedures following reviews of risk assessment. |
| * Carry out individual risk assessments for all visiting teachers and ITT trainees and ensure these are shared with the visitor.
 | Y | Use of agency risk assessments is adequate currently but will be reviewed if individual risk assessment is required. |
| * Negotiate the deployment of ITT trainees with their provider to ensure that their training needs are met but contact and distance requirements are adhered to.
 | Y | ITT trainees are currently members of staff so aware of and following all onsite protocols. |
| 4. Risk of infection of **extremely clinically vulnerable** members of the household of a member of staff. | **4** | 3 | 12 | * Individual risk assessment carried out with staff member to put measures in place to prioritise reduction of contacts and maximising distance from others, as far as is reasonably possible
 | Y | Staff risk assessments will be updated as required in early September following relevant advice from consultant/government guidance and actions to maximise distancing and limit contacts as much as possible. Staff encouraged to continue to wear face masks at September inset days.  | 9 |
| 5. Risk of not covering essential functions (first-aid, DSL, SENCo). | **3** | 3 | 9 | * Provide cover for the role from within available staffing
 | Y | Majority of support staff and 2 teachers are trained first aiders. 3 DSLs on-site or available via phone with a 4th on site Thursday and Friday. Inclusion leader on-site.  | 6 |
| * Or remote support via another school, Academy Trust or the LA
 | Y | Links with neighbouring schools for any essential functions as required. |
| * Ensure First Aid certificates are up to date
 | Y | Any first aiders whose training is out of date are prioritised to attend training in Autumn term. Being managed by Welfare Officer and Inclusion Lead. New staff to be trained. |
| * Follow Covid19 first responders guidance and Public Health guidance on use of PPE when administering emergency first aid as maximising distancing may not be possible to maintain while attending to individuals.
 | Y | Continue to follow current onsite protocols in place since 1st June regarding use of and disposal of PPE when administering first aid. Staff to be reminded of this in September Insets. Added as appendix to Staff Handbook. |
| * Programme of training for additional staff in place (e.g. Safeguarding)
 | Y | DSL training is current with an additional DSL due to be trained in Autumn term. Whole staff annual safeguarding training to take place in September Inset days along with updated KCSiE training. GH-B to provide questionnaire for staff to complete to identify additional training needs.  |
| 6. Risks to health and safety because staff are not trained in new procedures. | **3** | 2 | 6 | * A revised staff handbook is issued to all staff prior to September start.
 | Y | Staff handbook currently being revised with links to updated policies and procedures. Session in September Inset dedicated to going through with staff and all will have 2 weeks to read in full (sign to confirm read). Updated with new information as required.  | 6 |
| * Induction and CPD programmes are in operation for all staff prior to reopening (inc breakfast club and after school activities), and include:
	+ Infection control
	+ Fire safety and evacuation procedures
	+ Constructive behaviour management
	+ Safeguarding
	+ Risk management
 | Y | Safeguarding/infection control/fire/evacuation/behaviour management/risk management updates provided at September Insets and training completed by all staff members. Induction for new staff already underway ahead of September Insets. Procedures will be revised with staff at September Insets. Regular (daily/weekly) checks-ins with staff regarding any amendments to routines/expectations to be updated on relevant documents/via email and shared with wider staff as required.Risk assessments updated and reviewed and amended as required until further noticeH&S committee to review updates and recommend any amendments needed at first meeting in Autumn term. Fire drill completed to be completed in third week back in Autumn term.  |
| 7. Risk that staff who are extremely critically vulnerable are not identified and so measures have not been put in place to protect them. | **4** | 3 | 12 | * An individual risk assessment and suitable controls must be in place before they return to the workplace. The controls must enable the ability to reduce the number of different contacts and keep a safe distance (Further guidance to be released by the DHSC)
 | Y | SQ – individual risk assessment is already in place and reviewed by consultant as required.Staff requested to inform SQ/AK/GH-B re vulnerabilities not already known. Risk assessment to be updated with staff member and reviewed as necessary linked to limiting different contacts and appropriate measures.  | **3** |
| * All members of staff with underlying health conditions have been instructed to make their condition or circumstances known to the school if it could put them at risk. Staff are made aware that they have a duty to inform the school if their health circumstances change which puts them at risk. Records are kept of this and regularly updated. Staff sharing their household with people with underlying health conditions places them at higher risk
 | Y | Staff requested to inform SQ re vulnerabilities not already known. Reminded of duty to keep SQ informed of changes in health circumstances in September Insets and records kept on system in COVID folder. |
| * Clinically extremely vulnerable (CEV) people are no longer advised to shield, but may wish to take extra precautions to protect themselves and to follow the practical steps set out in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 to minimise their risk of exposure to the virus.
 | Y | Risk assessments already completed and asked to check through with GP/consultant and ensure any changes required are updated on individual risk assessments asap (especially SQ) |
| * Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable
 | Y | Definitions were provided previously and available in Staff Handbook folder. |
| * Current government guidance is being applied.
 | Y |  |

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| **B. Teaching Spaces, the Learning and School Environment** |

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| 8. Risks of transmission during use of the outdoor learning environment for young children | **3** | 3 | 9 | * Arrangements for handwashing, hand sanitiser, tissues, bins with lids, are in place outside
 | Y | As previously in place and regularly reviewed/amended as required  | **6** |
| * Close down drinking fountains and make arrangements for individual water bottles for children
 | Y |
| * Consider filtering out hard to clean small apparatus and keeping easier to clean options such as plastic balls rather than felt or foam
 | Y |
| * Resources are limited to facilitate effective cleaning daily
 | Y |
| * Only equipment that can be washed or easily cleaned can be used.
 | Y |
| 9. Risks of transmission due to movement around the school. | **4** | 4 | 16 | * Pinch points and bottle necks are identified and managed, movement of groups is staggered if possible
 | Y | Staggered timings/usage followed to avoid cross mixing where possible.  | 8 |
| * Appropriate duty rota and levels of supervision in place reducing contacts and maximising distance
 | Y | Maintaining consistent staffing and staggered timings to avoid cross mixing where possible. |
| 10. Risk of transmission due to number of people near entrances and exits at the start and end of the school day. | **4** | 4 | 16 | * Number of entrances and exits used is maximised where appropriate measures in place, in consultation with the council’s Highways Department
 | Y | All four entrance/exit gates will continue to be utilised with clear signage for year groups. Signage on gates updated on 3rd September including year group/sibling/late entrances and timings. | 16 |
| * Determine a queuing system and a process for staff to greet each child, ensure they wash their hands immediately on arrival, and then go straight to their classroom
 | Y | Families will queue outside each gate, reminded to maintain social distancing. Children will be welcomed, hands sanitised and enter building via assigned door to upstairs (KS2) or classroom via playground or gate (Recep/KS1). They will put water bottle (and fruit for KS2 children) on table, coat/jumper on peg, get serviette, take bagel for breakfast and sit in place to eat while register is taken. Siblings can enter from earliest sibling time and collected from latest sibling time – morning/afternoon learning will be provided by staff with all classes supervised from 8.30am and until 3.20pm. No queuing inside school is necessary but may be required outside gates. This will be reviewed and further guidance provided for parents as needed. |
| * Consider special arrangements for settling children who are new to the school to enable the reduction of contacts and maximising of distance from parents where possible
 | Y | New Reception children staggered start with some delayed until 20th September.Reception, Yr 1 & 2 parents encouraged to enter playground to pick up. |
| * Identify drop off and pick up waiting areas that can reduce contacts and maximise distance
 | Y | See above. This will be reviewed daily in the first week.  |
| * Extend gate/entrance opening times to prevent queueing
 | Y | Staggered start and finish times for year groups in place and communicated to parents prior to school starting. Late children will enter via sibling gate with staff member recording reason. Second occasion of lateness, parent will be phoned and agreement set up to address and ensure prompt arrival. |
| * Staff, pupils and parents are briefed and signage provided to identify entrances, exits routes
 | Y | See above. |
| * A plan is in place for managing the movement of people on arrival to avoid groups of people congregating
 | Y | See above and also reminders regularly communicated to parents.  |
| * Parents given advice on walking/cycling to school, avoiding public transport and minimising driving
 | Y | Parent communications include advice on walking with local walking route maps sent in July and in return to school advice. Advised to avoid public transport and if unable to do so, must wear face covering. As so many families rely on public transport to attend school, this may be unavoidable for many families.  |
| * Advice given on suitability of pupils scooting/cycling on the pavement and availability of storage
 | Y | Scooter and bike racks will not be in use until further notice as they will mean year group cross mixing will increase. Parents will be required to take scooters and bikes home with them in line with previous advice and reiterated in communication with parents.  |
| * Liaise with the council’s Highways department over the possibility of traffic lanes being reduced close to the school to allow more pedestrian space
 | Y | Liaison between local residents and councillor regarding review of parking and driving safety around school. New signs being purchased to address concerns.  |
| 11. Increased risk of slips, trips and falls and collisions between vehicles and pedestrians due to unfamiliarity with changes to layout measures and procedures and the need for social distancing. | **3** | 4 | 12 | * Advice to pupils and families on maintaining road safety procedures despite changes.
 | Y | See above re use of disabled car park.Road safety will be reiterated to parents ahead of return to school.  | **9** |
| * For those that have to drive, advice on places they should and should not pick up, drop off and park.
 | Y | Will be reiterated to parents ahead of return to school including use of car park.  |
| * Arrangements for kiss and drop, if deemed appropriate, in consultation with Highways, promoted to staff, children and families.
 | Y | NA at this point but plans being considered for January 2022 start so current measures account for this.  |
| * Suitability of operation of School Crossing Patrol site considered in consultation with Highways and, if deemed suitable, temporary measures/procedures implemented.
 | Y | NA |
| * Liaise with Highways re: markings outside of the school on pavements and on key routes to school- pinch points, crossing points etc.
 | Y |
| * Liaise with Highways if widened pavements, suspension of parking bays, changes to school keep clear markings and signage /enforcement are required.
 | Y |
| 12. Risk of transmission because pupils do not observe agreed protocols of the reduction of contacts and maximising distance at playtimes | **3** | 4 | 12 | * Supervision levels have been enhanced to support all pupils, including those pupils needing a high level of adult support.
* If there is a confirmed positive case in a class group, Schools may have to consider bubbles or something similar in place to prevent outbreak.
 | Y | Staggered use of playground/MUGA with consistent staffing maintained as much as possible. If confirmed case, SLT and H&S lead will consider appropriate management and liaise with CEO/COO including the option of introducing year group/class bubbles for allotted period of time (this will be considered on a case by case basis depending on circumstances).Outbreak Management Plan ([via this link](COVID%2019%20Outbreak%20Management%20Plan%20Autumn%20Term%202021.doc)) to be followed if confirmed cases hit trigger.  | **9** |
| 13. Risk of transmission because pupils do not observe agreed protocols of reduction of contacts and maximising distance at lunchtimes | **3** | 4 | 12 | * Pupils wash their hands before and after eating and on leaving and returning to the classrooms after outdoor play, break and lunch times or any activity away from their designated learning area.
 | Y | Hand sanitiser to be used in classrooms, prior to entering dining hall, before leaving dining hall and upon entering classroom. Soap available if unable to use sanitiser and after using toilet. | **9** |
| * If there is a confirmed positive case in a class group, Schools may have to consider bubbles or something similar in place to prevent outbreak.
 | Y | See above. |
| * Dining room areas and other spaces are configured to ensure the reduction of contacts and maximising distance measures are in place when the children eat.
 | Y | Classes to sit in year groups with appropriate spacing apart where possible. Screens used when serving food. Children remain seated for allocated time then go with adult to playground/classroom. Any children not finished eating will move to additional table to allow tables and benches to be disinfected and next year group to enter. |
| * If children bring in own packed lunch, parents are given very clear guidance and protocols and children do not ‘share’ food
 | Y | In guidance for parents in return to school update.  |
| * Eating areas are thoroughly cleaned after lunchtime
 | Y | Lunch staff sanitise before, in between year group sittings and at the end of lunchtimes daily. |
| 14. Staff rooms and offices do not allow for observation of reduction of contacts and maximising distance guidelines | **4** | 4 | 16 | * Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for maximising distance between users.
 | Y | As for current procedures in place previously.Upstairs staff room allows for limited seating for staff – Main office and SLT offices have been reviewed.  | **12** |
| * Staff have been briefed on the use of these rooms
 | Y | In previous re-opening guidance and risk assessment but will also be included in staff handbook appendix.  |
| 15. The configuration of medical rooms may compromise reduction of contacts and maximising distance measures | **3** | 4 | 12 | * Reduction of contacts and maximising distance provisions are in place for medical rooms
 | Y | Majority of first aid to be administered in classroom or playground – only major incidents to be attended to in medical room or Phonics room. All windows to be opened to allow maximum ventilation and PPE gear worn by first aider. Disposal of items used and PPE in double bin bags and disposed of according to PHE guidance.  | **9** |
| * Additional rooms are designated for pupils with suspect COVID-19 whilst collection is arranged
 | Y | Phonics room.  |
| * PPE available if staff dealing with pupil with symptoms
 | Y | Majority located in main office or medical room with sets available for classrooms if needed. Welfare officer to ensure further orders are passed to AK when stocks need replenishing.  |
| * Procedures are in place for medical rooms to be cleaned after suspected cases, along with other affected areas
 | Y | Every room within school has equipment for cleaning/sanitising including antiviral spray (purple), disposable cloths, disposable gloves including medical room which also has other PPE gear needed. Face masks available for staff if they don’t want to use their own.  |
| 16. Groups of people gather in reception areas which may contravene reduction of contacts and maximising distance guidelines | **3** | 4 | 12 | * Parents are made aware of new school procedures prior to their children starting back at school and to those families whose children are new to the school.
 | Y | New gates/times/expectations in September guidance sent to parents (including new families joining school in Yrs 1 – 6).Update and reminder will be sent prior to first day of school and that communication from parents needs to be via email or phone wherever possible. Late gate introduced to reduce parent need to enter reception area. | **9** |

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| **C. Hygiene and protective controls** |
| 17. Risk that reducing contacts and maximising distancing between those in school is difficult or impossible to maintain, leading to a risk of transmission. | **3** | 4 | 12 | * Ensure frequent hand cleaning and good respiratory hygiene practices
 | Y | Procedures remain same as in place previously. | **9** |
| * If there is a confirmed positive case in a class group, schools may have to consider bubbles or something similar in place to prevent outbreak.
 | Y | See above and Outbreak Management Plan. |
| * Regular cleaning
 | Y | Staff to spray all tables tops and chairs at lunchtime with cleaners doing full clean each evening. Caretaker to continue to spray toilets after lunch. |
| 18. Risk of staff or children with the virus coming into school with symptoms or when symptoms are not clear.  | **4** | 4 | 16 | * Testing of staff or pupils – if school has PCR home testing kits - give to any symptomatic staff or pupil when they are sent home. If not, ensure the staff/parents/pupils know the process to get tested.
 | Y | LFD testing will be reviewed with staff at September Insets. Staff encouraged to opt in.Staff/parents reminded in regular communications and information sent individually if shows symptoms.  | **12** |
| * Ensure that pupils, staff and other adults do not come into the school if they have [coronavirus (COVID-19) symptoms](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus), or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home
 | Y | Communicated to staff and parents in communications and prior to re-opening in September. Parents to ensure school has up-to-date contact information and understand need to attend school urgently if contacted re child showing symptoms.  |
| * Make arrangements to isolate anyone with symptoms and have clear guidance and protocols
 | Y | Phonics room with adult waiting outside and all windows open.  |
| * PPE on hand.
 | Y | Medical room/office and classrooms. Wearing of masks/visors if preferred is encouraged although not mandatory.  |
| * Active engagement with NHS Test and Trace
 | Y | Staff reminded in September Inset days to re-engage with NHS Test and Trace if deactivated and included in parent update prior to school returning.  |
| 19. Risk of the virus spreading via surfaces in the school unless there is regular cleaning  | **4** | 4 | 16 | Establish arrangements for all frequently touched surfaces and equipment e.g.* door handles
* handrails
* tabletops
* play equipment
* toys
* electronic devices (such as phones)
* specialist equipment, including equipment used by pupils with SEN
 | Y | Staff, children and cleaners to follow all procedures in place regarding disinfecting handles, toilets, soap dispensers, tables, toys, iPads, etc.Phones are disinfected using appropriate wipes as needed. Only teachers/TAs use class whiteboard/touch screen or disinfect after touched by child. SEND equipment to be sprayed at end of use. When books are sent home for reading, these will be stored in resource cupboard in class boxes for 48 hours before being used again if appropriate. | **12** |
| * When cleaning, use the usual products, like detergents and bleach, as these will be very effective at getting rid of the virus on surfaces.
 | Y | Use of antiviral disinfectant (purple spray) and disposable cloths.  |
| * Teachers should make sure they wash their hands and surfaces, before and after handling pupils’ books
 | Y | Disinfectant spray and wipes available in classrooms and other shared areas.  |
| * Teachers should make sure they wash their hands before and after handling shared equipment (such as printers, touch screen computer etc.). Alternatively, provide hand sanitisers at appropriate locations.
 | Y |
| * There is no need for anything other than normal personal hygiene and washing of clothes following a day in a school. Uniform that cannot be machine washed should be avoided. Ensure parent/carers are aware of this.
 | Y | Included in link to guidance and will be reminded in updates.  |
| 20. Risk of virus spreading because the school has insufficient materials and equipment | **4** | 3 | 12 | * Establish clear plan to ensure the school has an ongoing supply of soap and hot water in every toilet and in classrooms
 | Y | Toilets have managed temperature taps which are regularly monitored by caretaker. Soap in toilets along with sanitiser in each room.  | **9** |
| * Use of hand sanitisers at appropriate locations
 | Y | Sanitiser in each classroom, outside rooms and in all key places around school including entrance gates, hall, offices, stairwells, etc. for ease of access. |
| * Lidded bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste,
 | Y | Not all bins lidded but all bins emptied at least daily and fitted with plastic disposal bag for easy and hygienic emptying.  |
| * Bins to be double bagged and emptied
 | Y | See above.  |
| * Disposable tissues to implement the ‘catch it, bin it, kill it’ approach in each classroom
 | Y | And other key areas around school.  |
| 21. Provision and use of PPE for staff where required is not in line with government guidelines | **3** | 3 | 9 | * Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.
 | Y | Included in guidance for staff. PPE is located in medical room and office.  | **6** |
| * Those staff required to wear PPE (e.g. SEND intimate care) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely
 | Y | Will be revised with staff at September Inset.  |
| * Staff are reminded that the wearing of gloves is not a substitute for good handwashing
 | Y | In guidance for staff and wearing of face masks encouraged, particularly on gates.  |
| 22. Pupils forget to wash their hands regularly and frequently | **4** | 4 | 16 | * Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.
 | Y | Expectations, routines and reminders, including posters, in place and revisited in September staff Insets. Also in staff handbook. | **12** |
| * Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. Pupils regularly reminded about this in class.
 | Y | See above.  |
| * School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.
 | Y | SLT to monitor and observe when on duty and while moving around school, reminding staff and children as needed.  |
| **D. Premises and Buildings** |

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| 23. Risk that regular enhanced cleaning capacity is at a reduced level so that any deep-clean and ongoing enhanced cleaning of classrooms, shared areas, surfaces and toilets are not undertaken to the standards required | **4** | 4 | 16 | * A plan for cleaning staff on return to school (including any deep cleans) is agreed with contracting agencies prior to September start
 | Y | Deep clean has been completed and staff are in communication with manager, Pinnacle and relevant school staff to review as required.  | **12** |
| * An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. This enhanced cleaning schedule should include:
* more frequent cleaning of rooms / shared areas that are used by different groups
* frequently touched surfaces being cleaned more often than normal, using standard products such as detergents and bleach
* regular cleaning of toilets
 | Y | See above.  |
| * Working hours for cleaning staff are increased
 | Y | Not required at this time. Regular review undertaken.  |
| 24. Queues for toilets and handwashing risk non-compliance with reduction of contacts and maximising distance measures | **4** | 3 | 12 | Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. | Y | Toilet allocations for each floor with year groups allocated additional toilets to use for outside times. See above re cleaning.Caretaker checks and restocks before school, before and after breaks and lunch schedule. Sanitising and hand washing monitored by staff regularly with reminders as needed, particularly for younger children.  | **9** |
| * The toilets are cleaned frequently as laid out in the enhanced cleaning schedule
 | Y |
| * Monitoring ensures a constant supply of soap and paper towels
 | Y |
| * Bins are emptied regularly.
 | Y |
| * Pupils are reminded regularly on how to wash hands and young children are supervised in doing so.
 | Y |
| 25. Fire procedures are not appropriate to cover new arrangements | **4** | 4 | 16 | * Fire procedures have been reviewed and revised where required, due to:
	+ Reduced numbers of pupils/staff
	+ Possible absence of fire marshals
	+ The need to apply reduction of contacts and maximising distance rules during evacuation and at muster points
	+ A possible need for additional muster point(s) to where possible
 | Y | As established last year but with move to MUGA for assembly points. Regular monitoring in case amendments are needed. | **12** |
| * Staff and pupils have been briefed on any new evacuation procedures (inc breakfast club and after school activities)
 | Y | Completed at September Inset days, in staff handbook and in relevant business updates/H&S updates.  |
| * Incident controller and fire marshals have been trained and briefed appropriately.
 | Y | Training courses booked for September and October for relevant marshals to be trained/retrained.  |
| 26. Fire evacuation drills - unable to apply reduction of contacts and maximising distance procedures effectively  | **4** | 4 | 16 | * Plans for fire evacuation drills are in place
 | YYY | As for last year with inclusion of Yr 6, MUGA as muster point and new dates for drills with regular monitoring in case amendments are needed.Procedures remain the same as previously with assigned adults to accompany and support children with mobility issues/emotion regulation concerns/heightened anxiety with alternate muster points identified.  | **12** |
| * Review Personal Emergency Evacuation Plans – buddies are assigned or reassigned according to available persons.
 |
| * Consider access route for teachers and pupils with mobility issues, as reduction of contacts and maximising distance measures may not be possible during an emergency
 |
| 27. Fire marshals absent due to self-isolation | **4** | 4 | 16 | * An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.
 | Y | H&S lead liaises with relevant staff to ensure they are briefed to cover if needed (SQ/ERC/GH-B). | 12 |
| 28. All systems may not be operational | **3** | 4 | 12 | * Government guidance is being implemented where appropriate
 | Y | Building has been open throughout and Pinnacle have been completing compliance checks as necessary with plans for further works completed over summer holidays.  | **9** |
| * All systems have been recommissioned including:

Water systems (particularly legionella testing and controls in place)Electrical and gas safety checks Emergency escapes, lighting and fire detection systemsSecurity systemsLifts and escalatorsHeatingVentilation systems Mechanical ventilation systems should be checked before reopening | Y | AK and SQ meeting with Pinnacle and caretaker to discuss all aspects and agree any further works recommended following compliance checks. Window to be repaired asap by Pinnacle.Ventilation grills and air conditioning/heating units all checked over summer holiday  |
| 29. Statutory compliance has not been completed due to the reduced availability of contractors during lockdown | **4** | 4 | 16 | * All statutory compliance is up to date.
 | Y | Completed and any outstanding remedial works planned by Pinnacle in line with statutory requirements.  |
| * Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.
* The following guidance has been followed where appropriate: <https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>
 | Y | Building has been open throughout and Pinnacle have been completing compliance checks as necessary with plans for further work to be completed over October half term.Caretaker has been running taps daily in unused rooms and legionella checks complete.  | **12** |
| 30. Lack of good ventilation means that there is risk of transmission | 4 | 4 | 16 | * Ensure good natural ventilation in classrooms and common areas e.g. through opening windows, doors etc
 | Y | Staff informed to have full length windows fully opened at all times with doors opened while children are in attendance. Mechanical ventilation system and ducts were serviced over summer holidays and cleaned/sanitised. Air conditioning unit was serviced and cleaned but only in use in server room currently. Kitchen mechanical ventilation ducts cleaned and sanitised. Staff and caretaker reminded to ensure windows in all parts of school are opened on arrival (including hall). Doors that are not fire safety doors are wedged open. Natural and mechanical ventilation assessment completed with no areas identified as critical. Awaiting delivery notification of CO2 monitors from government later in Autumn term.  | **8** |
| * Identify poorly ventilated areas and decide how to improve ventilation

There are some simple ways to identify poorly ventilated areas:* Look for areas where people work and where there is no mechanical ventilation or natural ventilation such as open windows, doors, or vents
* Check that mechanical systems provide outdoor air, temperature control, or both. If a system only recirculates air and has no outdoor air supply, the area is likely to be poorly ventilated
* Identify areas that feel stuffy or smell bad
 |
| * If the school has carbon dioxide (CO2) monitors, consider using these to monitor ventilation level, If there is a build-up of CO2 in an area it can indicate that ventilation needs improving.
* Although CO2 levels are not a direct measure of possible exposure to COVID-19, checking levels using a monitor can help you identify poorly ventilated areas.
 |
| * Carry out an assessment of fresh air (ventilation) in the workplace – Use the HSE link below to undertake the assessment and make appropriate adjustment.
 |
| * Follow guidance in the following link:
* [air conditioning and ventilation during the coronavirus outbreak](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm).
* <https://www.cibse.org/coronavirus-covid-19>
 |
| 31. Visitors to the site (including parents) add to the risk | **4** | 3 | 12 | * Limit the external visitors to the school during school hours. The school needs to weigh up the risks (how many sites they visit, how many individuals there are coming, how close they get to pupils & staff, etc) versus the specific benefits for each group before deciding whether the visit is allowable.
 | Y | Individual visitors or up to 4 at a time – risk assessment and safety measures provided for them to read and agree to. LFD test encouraged prior to or on arrival. Face masks encouraged.Parent events to be held virtually, outside (weather permitting) or linked to year groups wherever possible (e.g. meetings, assemblies, etc.) with hand sanitising required on entrance and exit and face masks encouraged. Limit of 30 adults in hall at any time and with social distancing encouraged/expected wherever possible.  | **8** |
| * Signage giving routes, procedures, entrances and exits to be followed.
 | Y | See above.  |
| * Review visitors/contractors sign in procedure to restrict use of shared equipment i.e. pen or touchscreen computer.
 | Y | Continue with procedures implemented previously (1 adult at a time who ensures antiviral spray used on touchscreen, door handles; no pens or other items available in entrance area) |
| * Parents should come into school buildings only when strictly necessary, by appointment, and ideally only one (unless for example, an interpreter or other support is required). Any such meetings should take place at a safe distance (and so the use of small offices may not be suitable)
 | Y | See above.Meeting room next to main office to be used by one family at a time.  |
| * Consider holding SEN meetings such as Annual Reviews and other start of term transition meetings ‘virtually’ where possible.
 | Y | See above.  |
| 32. Contractors on-site whilst school is in operation may pose a risk to reduction of contacts and maximising distance and infection control | **4** | 4 | 16 | * Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue.
 | Y | Majority of work planned will take place in summer holidays with contactors following risk assessment procedures.Where work was not completed, Pinnacle will schedule for next holidays unless urgent and required.  | **8** |
| * An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe
 | Y | As per school and Pinnacle risk assessments – not required currently. |
| * Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective reduction of contacts and maximising distance is maintained at all times.
 | Y | Contractors will be informed of school procedures on arrival.  |
| * Reduction of contacts and maximising distance is being maintained throughout any such works and where this is not possible arrangements are reviewed.
 | Y | See above. |
| * In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).
 | Y | Addressed by FM company – ongoing.  |

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| **E. General** |
| 33. Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances | **3** | 4 | 12 | * All relevant policies have been revised to take account of government guidance on the system of controls: protective measures regarding COVID-19 and its implications for the school.
 | Y | Included in staff handbook appendix and will be addressed with staff in September Insets. | **6** |
| * The school has carried out a full Health and Safety Risk Assessment to ensure it is compliant with Government guidelines
 | Y |
| * Staff, pupils, parents and governors have been briefed accordingly.
 | Y | SLT and chair of LAB involved in planning discussions. Parent update include relevant information. Children updated as required. |
| 34.Curriculum/Learning Environment | **3** | 4 | 12 | * Each activity should be risk assessed and should not be run unless the risks can be mitigated. School will ensure activities such as PE, music and practical lessons are carried out safely in line with guidance e.g.:
* in PE - sports equipment thoroughly cleaned between each use by different individual groups. Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.
* In music lessons, physical distancing and playing outside will be done wherever possible
 | Y | See above and refer to Outbreak Management Plan if positive cases occur.  | **9** |
| * If there is a confirmed positive case in a class group, Schools may have to consider bubbles or something similar in place to prevent outbreak.
 |
| * Ensure all staff are trained and supported in front of classroom delivery style (where appropriate) and aware of how best to provide students with additional support.
 |
| 35. Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health | **4** | **3** | **12** | * Communications strategies for the following groups are in place:
	+ Staff (inc staff at breakfast club and after school activities)
	+ Pupils
	+ Parents
	+ LAB/Trustees
	+ Local authority
	+ Health services
	+ Regional Schools Commissioner
	+ Professional associations
	+ Other partners
	+ Neighbouring schools/EY settings
	+ Highways department
 | Y | * All procedures are in place to ensure a blend of face-to-face and virtual meetings using a range of platforms can take place (including for speech therapy and play therapy for pupils) with attendees aware of expectations and other measures in place such as wearing of face masks.
* LA and other professional communications will reduce to weekly.
* Government briefings will be read by HT/SLT and relevant actions taken.
* HT regular catch up with chair of LAB will continue from September.
* Regular updates from CEO/COO will be read and addressed as needed.
 | **8** |
| * Parents are communicated with to make sure they know:
	+ whether their child will be able to attend from 6th Sept (or relevant time for Reception staggered entry)
	+ what protective steps you’re taking to make the school a low-risk place for their child
	+ what you need them to do (such as on drop off and collection)
* For pupils with SEN, consideration should be given to the use of the individual Re-Integration Plan
 | Y | * Parents informed in ‘return to school’ plans and expectation.
* Reminder will be sent in early September.
* Key individual parents with children with SEND will be contacted individually regarding re-integration plans or other information, if required.
 |
| 36. Pupils who are unable to attend school because they are complying with clinical and/or public health advice are not receiving access to remote education  | **4** | 3 | 12 | * All state-funded schools should provide remote education for school-aged children who are unable to attend school due to following government guidance or law relating to COVID-19 (for example if they need to self-isolate, or if they have tested positive but are well enough to learn from home).
* Schools should provide remote education equivalent in length to the core teaching your child would usually get in school.
* School is aware of current guidelines for remote learning
 | Y | * As from 1st June re-opening, most updates will be via email unless virtual meeting is required to avoid large face-to-face meetings wherever possible.
* All procedures are in place to ensure virtual meetings using a range of platforms can take place (including for speech therapy and play therapy for pupils).
* LA and other professional communications will reduce to weekly. Increased to daily from end August.
* Government briefings will be read by HT/SLT and relevant actions taken.
* HT weekly catch up with chair of LAB will continue from September.
* Regular updates from COO have been read and addressed as needed.
 | **8** |
| * Parents have been provided with clear guidance about acceptable reasons for non-attendance and this is reinforced on a regular basis.
 | Y | See above and will be included in update sent to parents ahead of return in September.  |
| * Parents have been asked to make the school aware of pupils’ health conditions and the school has sought to ensure that the appropriate guidance has been acted upon.
 | Y | Included in ‘return to school in September’ guidance for parents. Office staff to check pupils records to ensure all relevant children are included on list. Reminder will be sent prior to return in September.  |
| * Schools have a regularly updated register of pupils with underlying health conditions.
 | Y | See above.  |
| * Staff are available to ensure pupils at home continue to be provided with remote education
 | Y | Staff will ensure planning is adaptable for remote learning without many changes needed and will be added to classdojo.  |
| 37. Pupils’ mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general | **2** | 4 | 8 | * There are sufficient numbers of trained staff available to support pupils with mental health issues.
 | Y | 2 staff completed Mental Health Champions training; support staff members have completed relevant courses online and in person.  | **6** |
| * There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.
 | Y | Already procedures used in school so pupils are aware of this. Reminders will be given to classes upon return in September.  |
| * Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings).
 | Y | Teachers will include PSHCE focused lessons including support strategies. Staff member’s role amended to provide focused support to identified pupils.  |
| * Resources/websites to support the mental health of pupils are provided.
 | Y | Regular reminders will be sent to staff outlining all resources available. Relevant ones to be sent to parents again for ease of access in first September update. See above.  |
| 38. The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general | **3** | 4 | 12 | * Staff are encouraged to focus on their wellbeing.
 | Y | This will continue to be a focus with training sessions planned with EP and MH leads. | **9** |
| * Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.
 | Y | See above.  |
| * Staff briefings and training have included content on wellbeing
 | Y | See above.  |
| * Staff briefings/training on wellbeing are provided.
 | Y | SLT to plan and include in CPD sessions. |
| * Staff have been signposted to useful websites and resources.
 | Y | GH-B to remind staff in Insets and if concerns arise  |
| 44. Lack of LAB oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements. | **2** | 4 | 8 | * The LAB continues to meet regularly via online platforms.
 | **Y** | Normal meeting schedule will continue virtually.  | 4 |
| * The LAB agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.
 | **Y** | Where relevant as many aspects will be considered at Trustee level. |
| * The headteacher’s report to LAB includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school’s response to COVID-19.
 | **Y** | Section included in termly reports. |
| * Regular dialogue with the Chair of LAB and those LAB members with designated responsibilities is in place.
 | **Y** | Will resume in Autumn term.‘LAB day’ being considered to allow for portfolio visits but may need adjusting according to government guidelines. |
| * Minutes of LAB meetings are reviewed to ensure that they accurately record LAB oversight and holding leaders to account for areas of statutory responsibility.
 | **Y** | Already in place and will continue.  |
| 40. Test and trace is not used effectively to help manage staffing levels and support staff wellbeing | **3** | **4** | **12** | * Guidance on NHS test and trace has been published.
 | Y | Included in staff handbook appendix for staff and included in parent updates. Discussed in staff Inset days in September. | **9** |
| * From Step 4, close contacts will be identified via NHS Test and Trace. Staff may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases.
 | Y | Included in staff handbook appendix for staff and included in parent updates. Discussed in staff Inset days in September. |
| * The guidance has been explained to staff
 | Y | Discussed in staff Inset days in September. |
| * Post-testing and tracing support is available for staff.
 | Y | Clarification and guidance to be finalised in September.  |
| 41. Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms | **4** | **4** | **16** | * Robust collection and monitoring of absence data, including tracking return to school dates, is in place.
 | Y | Remains a priority for school – EW and GH-B will continue procedures in place and review/update as necessary.  | **12** |
| * Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of test and trace for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. From Step 4, close contacts will be identified via NHS Test and Trace. Staff may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases.
 | Y | See above and following government guidance – included in updates to parents and staff. Monitored by H&S team. |
| * Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms **clinically extremely vulnerable** should these apply
 | Y | Included in updates and also in ‘return to school in September’ guidance to parents.Included in staff handbook appendix.  |
| * A record of any COVID-19 symptoms in staff or pupils is recorded
 | Y | Continuing with procedures used previously but will be moved to OneDrive. |
| 42. Staff (inc breakfast club and after school activities staff), pupils and parents are not aware of the school’s procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 | **4** | **4** | **16** | * Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.
 | Y | See above. | **12** |
| * This guidance has been explained to staff and pupils as part of the induction process.
 | Y | See above. |
| * Staff should undertake twice weekly home tests whenever they are on site until the end

of September, when this will also be reviewed. | Y | Discussed in September Inset days and information sent to staff. |
| * Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.
 | Y | See above. |
| 43. Staff, pupils and parents are not aware of the school’s procedures should there be a confirmed case of COVID-19 in the school including test and trace | **4** | **4** | **16** | * From Step 4, close contacts will be identified via NHS Test and Trace. Staff may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases.
 | Y | See above. See above.See above. – amended on 8 Sept in line with Barnet advice: *PCR testing is strongly advised for all children that are a household contact of a case of COVID-19. While national guidance does not mandate that children self-isolate while waiting for this test result if asymptomatic, locally we recommend that schools consider this measure be applied when possible and practical for household contacts as part of their risk assessments to protect our school communities.* | **12** |
| * Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school.
 |
| * The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.
 |
| * This guidance has been explained to staff and pupils as part of the induction process.
 | Y | See above.  |
| * Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.
 | Y | See above. |
| 44. Staff, parents and carers are not aware of recommendations on transport to and from school | **4** | 4 | 16 | * Reduce any unnecessary travel on buses or public transport where possible (for example, by walking or cycling to school) and avoiding peak times. (See Risks 11 and 12).
* Pupils, parents and staff travelling on public transport to wear face covering and to remove these safely when coming into school, following school procedures
 | Y | Parents provided with walking route map prior to start of school and in year groups information packs as well as newsletters. Reminders added to newsletters and updated information and displayed on fences. Reminders to wear face coverings on transport, indoors and when around crowded areas sent regularly.  | 16 |
| 45. Staff are aware of and follow quarantine procedures on returning from abroad |  |  |  | * Staff are aware that it is their responsibility to check and follow quarantine procedures prior to travel and will communicate with HT regarding this. They understand that failure to follow the government expectations can result in a fine from the government and can also lead to disciplinary action.
* Travel which involves quarantine upon arrival back to the UK will not be agreed if it covers any time during school term time unless unavoidable.
* Staff may not be paid if travel is unavoidable and quarantine upon returning means they will be unable to attend work. It will only be in extreme circumstances that time off to quarantine will be considered.
 |  | * This will be addressed in Inset days and staff will be asked to inform SQ of any travel undertaken last 3 weeks of the summer holidays along with any other planned holiday or travel to be undertaken.

Meetings with staff will be undertaken as required.  |  |