

COVID19: Re-opening Risk Assessment and Action Plan

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Purpose of this document:



Heath Mount School

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Safeguarding Policy
- Critical Incident Policy
- DFE and Government Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Steps of Re-opening Preparation:



Contents

Buildings and Facilities	2
Emergency Evacuations / New fire hazards	3
Cleaning and waste disposal	4
Classrooms	5
Hygiene	6
PPE	6
Staffing	7
Staff working from home	9
First Aid	9
Social Distancing	10
Catering	12
Response to suspected/ confirmed case of COVID19 in school	13
Contractors visiting site	14
Pupil Re-orientation / Transition into new year group	15
Partial Re-opening	16
Safeguarding	16
Curriculum / learning environment	17
Pupils with SEND	18
Attendance and registration	18
Communication	19
Governors/ Governance	20
Finance	20

Theme	Who is at risk	Risk	Control Measures	Risk to Implementation	Risk level Pre	Action required	Revised Risk Level	Action completed date	
Buildings and Facilities	Staff, Pupils Visitors , Contractors	Infection / injury	<ul style="list-style-type: none"> · Premises and utilities have been health and safety checked and building is compliant. · Water treatments (refer below for Legionella) · Fire alarm testing · Repairs · Grass cutting · PAT testing · Fridges and freezers · Boiler/ heating servicing · Internet services · Any other statutory inspections · Insurance covers reopening arrangements 	Individual who carries out health and safety checks is unable to perform duties	M	Ensure checks are complete	L	22/05/2020	
					M	Ensure suitable individual to replace Ongoing Carry out a formal / recorded full pre-opening premises inspection.	L	22/05/2020	
	Staff, Pupils Visitors , Contractors	Illness or death	Legionella risk arising from unused buildings and / or parts of the premises		Exposure to legionella bacteria leading to serious illness or death	H	Consult with water hygiene contractor to determine what steps need to be taken prior to reopening.	L	20/05/2020
							Identify any additional infrequently used outlets and flush weekly Update legionella risk assessment and control scheme Ensure maintenance team are advised of any changes to the risk assessment / control scheme.		
			Prevention of the spread of Covid 19	Office spaces re-designed to allow office-based staff to work safely.	Office does not allow for adequate space between staff members, no windows for ventilation.	M	Staff working from home until necessary. Alternative desks located in other rooms. Only essential cover on site. Ensure compliance with: Working safely during Coronavirus: office and contact centres	L	29/05/2020
			Prevention of the spread of Covid 19	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	M	Queuing system designed at entrances 2m markers in place Separate entrances per year group Enhanced staff presence to ensure compliance	L	29/05/2020
			Prevention of the spread of Covid 19	Consideration given to premises lettings and approach in place.	All external lettings and providers cancelled whilst school is open (partially or full)	M	No term time lettings for the remainder of school year.	L	20/05/2020
			Prevention of the spread of Covid 19	Consideration given to the arrangements for any deliveries.	Security	M	Security guard to brief delivery drivers on a safe delivery protocol	L	28/05/2020

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New fire hazards/ Emergency Evacuations	ALL	Injury/Death	Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i>	Current evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.	M	Revised evacuation procedure shared with all staff and children onsite.	L	01/06/2020
			Consideration given to PEEP – buddies are assigned or reassigned according to available persons.	Buddies unavailable / working from home.	M	Buddy system updated and deputies briefed	L	01/06/2020 reviewed 18/06/20
			Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.		M	Fire and lockdown marshals reviewed for who is on site and train individuals as required.	L	01/06/2020 reviewed 18/06/20
			As a result of implementing control measures for COVID-19, there may be new fire hazards	Increased risk of fire, and /or delays in persons evacuating from the building.	M	Fire assembly points have been reviewed and remain with staff reminded about social distancing during roll call.	L	29/05/2020 reviewed 18/06/20
					M	Staff working in areas of the school site that are not familiar to them are briefed on fire procedures and complete a walk through to identify escape routes, fire exits and assembly points.	L	29/05/2020 reviewed 18/06/20
					M	Pupils learning in an area of school not familiar to them are briefed on fire procedures (eg escape routes, fire exits and assembly points).	M	01/06/2020 reviewed 18/06/20
					H	New fire hazards have been reviewed such as the propping open of doors for ventilation and reduction of multi touch points, storage of alcohol hand rub and the fire risk assessment updated.	M	29/05/2020
					H	Any changes to the fire risk assessment/ fire evacuation processes have been updated to staff.	M	29/05/2020
Ensure that pupils & staff are aware of new procedures	Uncertainty of new procedures	M	Fire drill to take place week commencing 8th June.	L	01/06/2020			

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Cleaning and waste disposal	Staff, Pupils Visitors , Contractors	Prevention of the spread of Covid 19 Infection	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.	Cleaners not implementing suitable hygiene practices to limit the risk of direct and indirect transmission leading to a potential spread of COVID-19 between those on site	H	Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, desks, taps etc. are all thoroughly cleaned and disinfected regularly throughout the day (at least 3 times).	M	29/5/20	
					H	Shared resources to be removed or disinfected on a daily basis.	L	29/5/20	
					H	Any unnecessary items removed from classrooms.	L	29/5/20	
					H	Complete COSHH assessments for any new products introduced.	L	29/5/20	
					H	Paper Hand towels and handwash are to be checked and replaced as needed by Bursar / Assistant and cleaning staff	M	29/5/20	
					H	Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.	L	29/5/20	
					M	Teaching staff to be trained and provided with Antiviral cleaner for desks / PPE for ongoing hygiene protocols	L	01/06/2020	
					M	Cleaning staff to be trained in the use of new cleaning substances / equipment and PPE.	L	01/06/2020	
				Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Cleaning staff off sick / isolation /unable to perform duties	H	Ongoing review of staffing and rota	M	29/05/2020
				Adequate cleaning supplies and facilities around the school are in place.	Insufficient hygiene products around the school Supplier shortages	H	Hand sanitiser available at receptions and in classrooms.	L	29/05/2020
				Arrangements for longer-term continual supplies are also in place.		H	Antiviral disinfectant available in each classroom	L	29/05/2020
						M	Lidded bins in classrooms	L	01/06/2020
						M	Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach	L	29/05/2020
							Stock check and ordering schedule reviewed. Stock to be held at higher than usual levels.	L	29/05/2020
				Sufficient time is available for the enhanced cleaning regime to take place.	Empty buildings cleaned. All areas used by pupils and staff to be deep cleaned.	M	Thorough deep clean of all IN USE buildings including cleaning of all resources. Completion of checklists	L	29/05/2020
				Waste disposal process in place for potentially contaminated waste.	Contaminated or potentially contaminated	H	Contaminated waste to be double bagged kept closed and containers , separately from communal waste for 72 hours in yr 8 centre.	L	29/05/2020
	M	Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).	L			29/05/2020			

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Classrooms	Staff, Pupils, Contractors	Prevention of the spread of Covid 19 Infection	The number of staff and pupils that can use each room at any one time has been determined according to the physical capacity of the school site. NB: up to 15 per group.	Government guidance has restricted class sizes to max 15 per class with 2m distance. Differing size classrooms will be able to hold different numbers of pupils.	H	All year groups allocated rooms around the school according to number of returners. No more than 15 in any group.	L	25/05/2020
			Introduction of key worker pupils into relevant returning year groups allowing 48 hours before doing. Ensuring that bubbles of 15 are maintained	Key worker children being asymptomatic that will contaminate new bubble.	M	Continue to be vigilant with any pupils displaying systems. Key Worker Children will only be introduced to new bubbles to the school not existing.	L	18/06/2020
			Classrooms have been re/arranged to allow as much space between individuals as practical.	Pupils do not follow guidance on routes or desking	H	Ongoing training and reminders to pupils about 2m distance	M	01/06/2020
			Classroom entry and exit routes have been determined and appropriate signage in place.	Pupils do not follow guidance on routes or desking	H	Ongoing training and reminders to pupils about 2m distance Staff to be reminded about the importance of signs staying in place and using one way systems	M	01/06/2020
			Appropriate resources are available within all classrooms e.g. IT, age specific resources.	Inappropriate equipment	M	Check desk set up per classroom and divide returning pupils appropriately once pupil numbers known. Yr 6 to bring classroom resources from home to be left at school.	L	01/06/2020
			NB: sharing of equipment or stationery should be prevented where possible. If any shared materials and surfaces used they should be cleaned and disinfected [source: protective measures guidance].	Availability antiviral disinfectant, Children swapping materials Materials may be difficult to clean	H	N, R and YR 1, 2 to have resources provided.	L	
				Soft furnishings and toys with intricate parts cannot be cleaned	H	Resources which are not easily washable or wipeable have been removed.	L	
					H	Libraries to remain closed and reading schemes to remain on line.	L	
					M	Remove soft furnishings as far as possible	L	01/06/2020
				COVID19 information posters display out of date information. No posters in place.		Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.		NOTE

Theme	Who is at risk	Risk	Control Measures	Risk to Implementation	Risk level Pre	Action required	Revised Risk Level	Action completed date
Hygiene	Staff, Pupils, Contractors	Cross contamination, Prevention of the spread of Covid 19 Infection	Encourage and enable good hygiene processes across the school site	Staff, pupils and visitors not implementing suitable hygiene practices to limit the risk of direct and indirect transmission leading to a potential spread of COVID-19 between those on site.	H	Ongoing review of hand soap, alcohol based rub, paper towels ensuring stock levels are maintained at a 2 month level.	M	29/05/2020
					H	Increase availability of handwashing stations with the installation of handwashing sinks in the following locations: Pre Prep car park Pre Prep playground Lower school block Garages Music block entrance PAC. Front entrance Sports Hall	M	29/05/2020
					H	Alcohol based gel to be provided in prominent places and in every classroom and staffroom.	L	01/06/2020
					M	Brief staff, visitors and pupils on the need to wash their hands regularly.	L	Ongoing
					H	Provide separate guidance on hygiene and full PPE for those involved in intimate care within Early Years Foundation Stage (EYFS) and the medical team.	L	01/06/2020
					H	Provide staff, pupils and visitors on good respiratory practices (catch it, kill it, bin it)	M	Ongoing
					H	Brief staff, pupils, contractors and visitors on the need to avoid touching face (and especially the eyes, nose and mouth).	M	Ongoing
					H	Staff to be reminded to supervise younger pupils on hand washing techniques.	L	Ongoing
						Pupils wishing to bring in their own sanitizer will be allowed, however, their use will be as an addition to the daily supervised hand washing and sanitising that has been laid out and Not as a replacement.		NOTE
					M	Staff to be reminded on wiping down shared tea / coffee making facilities in staff room	L	Ongoing
PPE			PPE requirements understood and appropriate supplies in place.	Failure to adequately protect staff could lead to the potential spread of COVID-19	H	PPE stocks to be monitored and government guidance followed at all times.	M	29/05/2020
			Long term approach to obtaining adequate PPE supplies in place.			Ensure a number of suppliers have been engaged by the school to ensure availability of PPE		
					H	Full PPE to be held at every reception desk and training to be given to staff and medical team on new procedures including what PPE is required, and how to put on, take off and dispose of PPE	L	29/05/2020
				H	PPE box made up for each classroom as per reception	L	29/05/2020	

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Staffing	Pupil & Staff wellbeing	Continuing education	Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.	Availability of personnel. Risk of contracting Covid 19 and having to isolate for 14 days	H	Staff audit re available to work on-site from 1st June. Staffing to be monitored. Staffing to be supported by teaching assistants from years 2-4	M	29/05/2020
			Staffing needs to meet the required ratios for the follow positions at all times in the school: · Paediatric First aider (where children under 3yrs) – at least 1 · Designated Safeguarding Lead (DSL) – at least 1 · Special Educational Needs Co-Ordinator (SENCO) - at least 1 · Caretaker – at least 1 · Office staff member			Return of medical team and Paediatric First Aid cover Senior Mangement Team (SMT) to provide cover for teaching staff and within team. Office staff to provide cover within team Maintenance staff to provide cover within team Continual review of staff to be undertaken including minimum service requirements, contingency plans and scenarios that would trigger closure / partial closure		
	Families, Staff, Pupils	Prevention of the spread of Covid 19 illness	Approach to staff absence reporting and recording in place. All staff aware.	Staff do not inform SMT in a timely manner	H	Staff to be informed of the importance of informing SMT either remotely or in school about any absence	M	29/05/2020
Staff with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19			Clinically vulnerable and clinically extremely vulnerable staff. Severe illness or death as a result of contracting COVID-19 whilst at work.	H	Communications issued to identify those who are clinically extremely vulnerable / vulnerable or living with someone who is clinically extremely vulnerable. Clinically extremely vulnerable to continue working from home / furlough. Clinically vulnerable to remain working at home wherever possible. If this is not possible, an individual risk assessment will be carried out and suitable control measures put in place to reduce the risk to an acceptable level. For staff unable to work from home who are living with an individual who is clinically extremely vulnerable, a risk assessment will be carried out and recorded to determine whether stringent social distancing can be carried out whilst at work.	L	27/05/2020	

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Staffing Cont'd	Staff		Communication arrangements are in place with all staff who continue to work at home, including the vulnerable staff and their role in continuing to support the working of the school is clear.	Staff working from home do not feel supported or engaged with school life	H	Weekly Zoom HoDs meeting with LB, CG and RA to disseminate key weekly info. HoDs cascade info to teams. Regular departmental meetings are in place to talk to all staff who remain working from home. Large phase meetings held on Zoom when new information needs to be shared with whole school. SMT available on email, teams and telephone 7 days a week	M	29/05/2020
			Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a daily basis	Increased sickness levels within the physical school mean ratios can't be operated.	H	Teaching cover to be provided through online portals using one note and remote learning for pre prep, delivered in a school environment. Supervision to be provided from within on-site school staff / SMT	M	29/05/2020
		Prevention of the spread of Covid 19	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).	Poor hygiene practices increase the risk of onward transmission of COVID-19	M	Staff training to include clothing and hygiene expectations	L	29/05/2020
		Infection	Approaches for meetings and staff training in place.	Informal meetings held within staff body on site	M	All staff meetings to continue either using Zoom or small group meetings (no more than 4 individuals with individuals seated more than 2 meters apart) / 1:1's may take place in rooms where social distancing can be enforced	L	29/05/2020
		Prevention of the spread of Covid 19	Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.	Staffing levels stretched across the 3 school provisions of remote, physical and Key Worker	M	Staff who aren't in school to continue to teach in the online school. Staff preference to be considered as far as possible	L	29/05/2020
			Consideration given to the options for redeployment of staff to support the effective working of the school. If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.	TA s are required to lead some groups as not enough teachers on site to cover numbers.	M	TA's to teach as far as possible in their year group supported by a teacher including information on SEN. Training to be given Pupils to be split into revised forms to support	L	28/05/2020
			Approach to support wellbeing, mental health and resilience in place, including bereavement support	Staff & Pupils feel unsupported through the transition to physical school	M	School Counsellor available in school and remotely Remote and in school pastoral/Wellbeing provision to run side-by-side; form times, wellbeing sessions, PSHE work, wellbeing questionnaires, bereavement training for key staff, packages being created for staff by Head of Wellbeing in light of COVID-19.	L	28/05/2020
			How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.	Staff feel unsupported through the transition to physical school	M	Staff aware of who to go to with any anxieties over new working practices. School Counsellor available to staff Support numbers for education support services made available to staff	M	01/06/2020

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Staffing Cont'd	Staff	Staff wellbeing	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.	Parents / staff are unaware of how to access testing.	M	Staff training and expectations shared alongside details of how to obtain testing. Head EA to hold details of local testing facilities and how to access along with results.	L	29/05/2020
			The approach for inducting new starters has been reviewed and updated in line with current situation.	New starters are failed to be inducted properly	M	New starters to be inducted by line manager. Full induction to be reviewed for September.	L	29/05/2020
			Return to school procedures are clear for all staff.	Staff are not clear in the Schools expectations of them	M	Ongoing consultation and training with staff	L	29/05/2020
			Arrangements to return any furloughed staff in place.	Furloughed staff are not updated on the schools requirements	M	Furlough staff to be contacted with a proposed return date or extension to the furlough.	L	29/05/2020
			Any staff contracts that need to be issued, extended or amended considering the current situation have been.	Staff are not clear on roles	M	Review of all fixed term contracts.	L	29/05/2020
			Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.	HR processes are stopped	M	Ongoing HR processes have continued. Occupational Health to be utilised during this period.	L	29/05/2020
	Pupil	Pupil Education	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders.	Externally employed staff are not clear on what is expected of them.	M	Music lessons to continue via Zoom or Teams.	L	29/05/2020
Staff working from home			Staff working from home understand H&S requirements and feel supported by school	Aches and pains from adopting poor posture whilst using display screen equipment	M	Employees who remain working at home are provided with guidance on the safe use of display screen equipment and ways to maintain physical and emotional well being.	L	29/05/2020
				Fear / anxiety / stress caused by difficulty in completing work and lack of social interaction	M	Employees who remain working at home to be provided with information on whom they can speak to if they need help / extra support. Ensure line managers are communicating regularly with employees working from home to make sure they are coping.	L	29/05/2020
	School	Loss of capital	School owned equipment is not insured	Lack of insurance for school equipment	M	Confirm with insurers that any school owned equipment is covered when in employees home.		29/05/2020
First Aid	Staff, Pupils	Injury	Ensure adequate trained first aid / medical / administration of medication personnel	Various injuries as a result of delayed access to first aid/ administration of medication	H	List of onsite first aiders, medical team and those staff responsible for the administration of medication to determine who is available and adequate cover for each building First aid risk assessment updated to take account of reduced staff and pupils.	L	29/05/2020

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Social Distancing	Staff, Pupils	We Have to Accept that Children of Nursery, Reception & Year 1 may not	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> · Staggered or limited amounts of moving around the school/ corridors · Classroom design · Lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches · Bubble groups mixing over breaks · Toilet arrangements · Staggered school drop off/pick up times and locations (if possible) 	<p>Failure to implement suitable social distancing measures in classrooms and other spaces could lead to the potential spread of COVID-19 between pupils and others on site.</p>	H	<p>Cohorts of staff and pupils within small groups (no more than 15) with each small group staying away from other people and groups.</p> <p>Implementation includes reorganisation of classrooms, implementation of one way systems with signage for external pathways, corridors and staircases, use of floor markings, roping off of playground zones in year groups, limitations on the number of people that can use each toilet and taping off of sinks / toilets to aid social distancing.</p> <p>Separate entrances, exits and drop off zones for each year group with stringent social distancing for handwashing on entry.</p> <p>Forms to be held in one classroom with one teacher, specialist teaching to be provided over zoom for years 6 and above</p> <p>Classroom set up with desks 2m apart and clear markings on location and seating</p> <p>Pupils to remain at same desk with resources on a daily basis.</p> <p>Break times to take place in bubbles. Children to be given a roped of section of playground per bubble. Year groups to be grouped in the same area.</p> <p>Pupils will also be allowed to walk around the estate in bubbles. Areas of the estate not covered by the allocated play areas will be supervised.</p> <p>Lunch to be taken in classrooms or outside in social bubble.</p> <p>Toilets to be shared within a year group but managed by social bubble.</p>	M	01/06/2020
	Staff, Pupils		Information shared with parents regarding pupils travelling to school.	Staff and pupils may be at risk of contracting the virus whilst travelling to / from the school	M	<p>No car sharing to take place. Parents / carers to bring their own children to school (no minibus run)</p> <p>Parents to be encouraged to minimise number of passengers travelling to the School.</p> <p>Staff and Parents to receive a link to: COVID-19: safer travel guidance for passengers.</p> <p>Handwashing facilities to be provided at entrances to buildings.</p>	L	29/05/2020
			Social distancing plans communicated with parents, including approach to breaches.	Failure to implement suitable social distancing measures could lead to the potential spread of COVID-19	M	Parent guidance to be issued to all parents covering this including sanctions of consistent breaches of social distancing.	L	29/05/2020

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Social Distancing Cont'd	Staff, Pupils	Prevention of the spread of Covid 19	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.	Failure to implement suitable social distancing measures could lead to the potential spread of COVID-19	H	On arrival, after handwashing, pupils move straight to their classroom and sit at named table and wait for rest of class to arrive/class to begin.	L	29/05/2020
			Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	Failure to implement suitable social distancing measures could lead to the potential spread of COVID-19	H	Handwashing and cleaning (if needed) Risks assessments and individualised approach in place for students who might struggle to follow expectations	M	29/05/2020
			Approach to assemblies – if still occurring, plan in place to manage social distancing.	Failure to implement suitable social distancing measures could lead to the potential spread of COVID-19	M	No assemblies / virtual assemblies to take place. No gatherings outside of social bubble	L	29/05/2020

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Catering	Pupils	Infection, illness	Arrangements in place to provide food to pupils on site.	School kitchen has been closed.	H	Catering team to ensure Kitchens are opened in a safe and hygienic manner with appropriate H&S tests being carried out. Request copy of cleaning regime	L	29/05/2020
					M	Liaise with catering team re availability to work.	L	29/05/2020
					M	Re-open kitchen to provide takeaway style hot or cold meals for children.	L	01/06/2020
		Allergy reactions due to pupils bringing in food	All catering staff shielding, unable to return to work onsite from 1 st June.	M	Ensure caterers are following Guidance for food businesses on COVID-19 and working safely during COVID-19 in restaurants offering takeaway or delivery.	L	29/05/2020	
				H	Children able to bring packed lunches, parents reminded on the importance of no nuts / allergies and restrictions around content.	M	01/06/2020	
					Teaching staff & catering team to confirm all pupil allergies		29/05/2020	
				M	Catering team to deliver lunch to pre arranged stations to each classroom for pupils / staff to collect and eat at desk or outside Catering team to collect rubbish / wipe down desks post lunch, while pupils are out of the class room	L	29/05/2020	
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.	Failure to implement suitable social distancing measures could lead to the potential spread of COVID-19						

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Response to suspected/ confirmed case of COVID19 in school	Staff, Pupils	Infection	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> · Which staff member/s should be informed/ take action · Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated · Cleaning procedure in place · Arrangements for informing parent community in place 	<p>Failure to adequately recognise the symptoms could lead to a potential spread of COVID-19.</p> <p>Failure to adequately manage a suspected case could lead to a potential spread of COVID-19</p>	H	Medical Centre to remain as the isolation unit for any staff / pupils exhibiting symptoms of COVID-19	M	29/05/2020
					M	Track and trace system in place for establishing who has had contact and locations managed through the COVID-19 planning team.	L	29/05/2020
					M	Deep clean to be undertaken following government guidance: decontamination in a non healthcare establishment	L	29/05/2020
					H	Parent / carer / staff to be given details of how to obtain a test.	M	01/06/2020
						<p>Comms to go out to social bubble to inform parents that there is pupil displaying symptoms bubble to continue to attend school until results of test are known.</p> <p>COVID-19 planning team to co-ordinate response.</p> <p>Ensure any positive test results are communicated to the parent body and reported under RIDDOR 2013. All members of the bubble will be asked to stay at home and self isolate for 14 days. Report to Government track & trace. Members of their household do not need to unless the individual starts to show symptoms.</p> <p>Public Health England (PHE) advice to be followed in relation to any suspected / confirmed case.</p>		01/06/2020
Response to suspected/ confirmed case of COVID19 out of school	Staff, Pupils	Infection	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> · Cleaning procedure in place · Arrangements for informing parent community in place 	Failure to adequately manage a suspected case could lead to a potential spread of COVID-19	M	<p>If a pupil displays symptoms outside of school, the pupil should not be sent into school. This school should be contacted and a test booked.</p> <p>The class will be moved to an alternate room, as a precaution, to continue with their class and the other class will be deep cleaned.</p> <p>In the event of a positive test, results are communicated to the parent body. All members of the bubble will be asked to stay at home and self isolate for 14 days. Report to Government Test & trace. Members of their household do not need to unless the individual starts to show symptoms.</p>	L	29/05/2020

Theme	Who is at risk	Risk	Control Measures	Risk to Implementation	Risk level Pre	Action required	Revised Risk Level	Action completed date
Contractors visiting site	Staff, Pupils, Contractors	Spread of Covid 19 within the social school bubble	Access to be restricted to only those persons who are essential	Increased numbers of visitors on site could lead to a potential spread of COVID-19	M	<p>Meetings with visitors to be held remotely where possible.</p> <p>Limit the number of visitors / contractors on site.</p> <p>Records to be kept of all contractors / visitors to enable track and trace if necessary – ensure contact details are obtained.</p> <p>Limit the areas that contractors / visitors are permitted to access.</p> <p>Reschedule the times (where possible) that contractors / visitors attend site to minimise interaction with staff and pupils</p> <p>Obtain confirmation from contractors / visitors that they do not have symptoms of COVID-19 or any other cold /flu symptoms.</p> <p>Remind contractors / visitors about good hygiene practices and ask them to wash hands. Direct them to the nearest handwash station.</p> <p>Remind staff about the importance of maintaining 2m distance whilst accompanying contractors / visitors.</p> <p>Obtain copies of contractors COVID-19 risk assessments and ensure they are adhering to this.</p> <p>Clean / disinfect areas that have been temporarily occupied by contractors.</p>	L	29/05/2020

Theme	Who is at risk	Risk	Control Measures	Risk to Implementation	Risk level Pre	Action required	Revised Risk Level	Action completed date
Pupil Re-orientation <i>back into school after a period of closure/ being at home</i>	Pupils & Staff	Wellbeing of pupils	List of all critical worker parents up to date, including those who haven't yet taken up the offer	Increased numbers of pupils joining key worker school could lead to inadequate	M	List available from the admin team working in the Key Worker School. Member of SMT running KW school oversees staffing requirements.	L	22/05/2020
			Approach and expectations around school uniform determined and communicated with parents.	Availability of changing space	M	Clothing to be worn that can be washed on a daily basis.	L	29/05/2020
			Changes to the school day/timetables shared with parents.	Expectations of parents differ from offering from school	H	Parents to receive full guidance on the school day and expectations of pupils.	M	29/05/2020
			All students instructed to bring a water bottle each day. Water fountains not in use or strict social distancing and cleaning arrangements in place.	Sharing of resources could lead to a potential increase in the spread of COVID-19	H	Pupils and parents informed about the importance of bringing your own water bottle. Touch point on water chiller. Outside drinking water fountains removed or capped off. Internal water filling stations to be taped to remind of social distancing. Pupils / staff to be reminded about using a bottle at internal water filling stations.	M	29/05/2020
			Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff. This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.	Pupils feel anxious about the return to a physical school or continuation of remote learning school	M	All pupils have been learning from home throughout this process. Guidance will be circulated to teachers on a 'Welcome back' presentation outlining key changes, guidance, etc	L	29/05/2020
					M	Pupils who have been attending the Key Worker School will join their respective year groups.		01/06/2020
					M	A programme of Wellbeing events is planned to support pupils on their return to school; Wellbeing walks, PSHE lessons, outside reading time, time to reflect		01/06/2020
			Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	Pupils feel anxious about the return to a physical school or continuation of remote learning school		Wellbeing programme in place - daily events. School Counsellor available in school and remotely. Key staff to undertake bereavement training.	L	
					M	Wellbeing questionnaires to continue		01/06/2020
Re-orientation support for school leavers is developed.	Pupils feel anxious about the return to a physical school or continuation of remote learning school	M	Transition process to be tweaked to support Year 6 leavers	L	01/06/2020			
Consideration of the impact of COVID19 on families and whether any additional support may be required	Pupils and their families have suffered as a result of the COVID-19 pandemic	M	Wellbeing programme in place - daily events. School Counsellor available in school and remotely. Key staff to undertake bereavement training. Wellbeing questionnaires to continue	L	01/06/2020			

Theme	Who is at risk	Risk	Control Measures	Risk to Implementation	Risk level Pre	Action required	Revised Risk Level	Action completed date
Partial Re-opening Transition into new year group What will need to be different this year because of COVID19?	Pupils	Pupils wellbeing	All pupils to continue to have access to technology and remote learning offer.	Pupils including those shielded and vulnerable pupils do not have access to any form of learning	M	Parental choice for remote or physical school within year groups that have been mandated to return by Government. Numbers to be capped in physical school after opening due to social bubble. opt in's beyond R,1 and 6 opening bubble capacity not possible.	L	25/05/2020
			Blended approach between physical and remote learning developed for year 6.					
			Ongoing support for families and young people around transition.	Transition processes do not take place leading to pupil anxiety for September	L	Heads of Years, Wellbeing Team, and Deputy Head Pastoral planning for transition	L	29/05/2020
			Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face: <ul style="list-style-type: none"> · EYFS to Year 1 · Year 2 - Year 3 · Year 5- Year 6 · Vulnerable children · Children with SEND · Physical and sensory needs, including adaptations, equipment etc (lead in times) 	Transition processes do not take place leading to pupil anxiety for September	L	Next year's forms already being considered We are awaiting further government guidance in terms of year groups returning and how much transition work we can do face-to-face/remotely. In-depth planning will take place and best fit combinations will be discussed taking into account all, and any factors surrounding a child.	L	29/05/2020
Safeguarding	Pupils	Pupil safety	Individual pupils risk assessments are in place and welfare checks being undertaken.	Safeguarding does not follow stringent policy and process.	M	Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups. Early support - pre return work being done where applicable	L	29/05/2020
			Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Safeguarding does not follow stringent policy and process.		M		
			Updated Child Protection Policy in place.	Safeguarding does not follow stringent policy and process.	M	COVID-19 Addendum is in place	L	29/05/2020
			Work with other agencies has been undertaken to support vulnerable pupils and families.	Safeguarding does not follow stringent policy and process.	M	This can still take place when applicable.	L	22/05/2020
			Consideration given to the safe use of physical contact in context of managing behaviour.	Physical contact could lead to a potential spread of COVID-19	M	Staff to be re-trained	L	29/05/2020

Theme	Who is at risk	Risk	Control Measures	Risk to Implementation	Risk level Pre	Action required	Revised Risk Level	Action completed date
Curriculum / learning environment	Pupils	Pupil education	Current learning plans, revised expectations and required adjustments have been considered.	Pupils do not have a good learning experience	M	Online provision will stay at its current level. Children that remain at home will continue to get the same level of learning. Those in Yr 6 will receive around half of their lessons on their device with some face to face teaching delivered in history, geography, TPR, PHSEE and Form Time. Reception and Yr 1 will receive form based teaching in school. In addition to breaks there will be at least 90 mins of outdoor learning every day weather permitting Remote and in school learners will receive the same level of academic teaching throughout.	L	29/05/2020
			Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place? Each activity should be risk assessed and should not be run unless the risks can be mitigated	Activities and enrichment activities do not follow stringent social distancing leading to a potential spread of CoVID-19	H	All academic lessons will be carried out in their bubble's classroom. Each bubble will come into contact with no more than two teachers within the classroom. They may encounter an additional adult for sport / forest school lessons but these will be outside and SD observed at all times. Director of Sport and his team will plan and risk assess activities according to SD rules and health and safety regulations. Sports coaches to adapt curriculum for physical school to follow social distancing. 2m squared grids marked out. Risk assessments for sports to be updated reflecting risks and controls including the cleaning of any equipment used.	L	29/05/2020
			Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none">· Wellbeing curriculum· recognising 'non-curriculum' learning that has been done· capturing pupil achievements/outcomes	Not training staff adequately and not communicating efficiently with staff and pupils	M	Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support. Whole school OneNote and Zoom training delivered with ongoing support Children continue to have DT, art, PE, music lessons online Weekly wellbeing questionnaires for pupils 3 form times a week OneNote used to capture learning in yrs 5-8 (if not attending school) Packs sent home to Nursery to Yr 4. if not attending Work completed, photographed and emailed to teachers	L	29/05/2020

Theme	Who is at risk	Risk	Control Measures	Risk to Implementation	Risk level Pre	Action required	Revised Risk Level	Action completed date
Curriculum / learning environment Cont'd	Pupils	Pupil education			M	Teachers giving live feedback in every lesson Weekly awards for pupils including, maths wizard, perseverance, collaboration and reflection awards In school learners will continue to learn in a similar way but with face to face feedback given both verbally and written HoDs and teachers are constantly reviewing their provision to suit the new environments	L	29/05/2020
			Pupil behaviour policy reviewed and amended where necessary in line with the current circumstances.	Pupils deliberately breach social distancing rules	M	Policy reviewed and expectations reiterated to pupils on Day 1 return to school with form teacher. To include sanctions for ongoing / deliberate breaches of social distancing.	L	29/05/2020 reviewed 18/06/20
Pupils with SEND			Approach to provision of the elements of the EHCP including health/therapies.	Pupils with SEND are not adequately supported	L	Our SEND team have continued to work with pupils remotely. Pupils learning has been adapted to support their progress and cater for the needs as much as feasibly possible Teachers continue to plan lessons that include provision for any SEND pupils SEND staff and teachers are in regular contact with parents to communicate provision	L	29/05/2020
			Annual reviews.	Pupils with SEND are not adequately supported	L	SEND staff continue to monitor and review SEND pupils whilst working remotely and will continue to do so as and when these pupils returned.	L	29/05/2020
			Requests for assessment.	Unable to carry out assessments remotely	H	Assessments are carried out via zoom as far as possible and support provided on a 1:1 basis		
Attendance and registration			Approach to supporting attendance for prioritised year groups determined.	Pupils are able to miss school with a multi school offering	M	Non-attendance of pupils back in school to be followed up in line with usual policy	L	01/06/2020
			Registers for new form groups to be set up including ability to communicate within the social bubble.	Staff are not aware of who should be in their class	M	Once numbers are confirmed, registration procedures will be implemented, and groups set up.	L	29/05/2020 reviewed 18/06/20
			Management of reporting on daily numbers at KW and physical school	Statutory reporting to DfE during COVID-19 is not completed.	M	KW school admin to continue to manage process of reporting to DfE including those in physical school	L	01/06/2020

Theme	Who is at risk	Risk	Control Measures	Risk to Implementation	Risk level Pre	Action required	Revised Risk Level	Action completed date
Communication	All	Make people aware of procedures to ensure safe operations	Information shared with staff around the re-opening plan, returning to site, amendments to	Staff have concerns about returning to the school that remain unaddressed.	H	Formal communication to staff to include: - Symptoms of COVID-19 and when to stay away from site. - Procedures to follow should either they / pupil/ visitor / contractor display symptoms - Social distancing & hygiene procedures - Changes to fire / first aid procedures - Timetable changes - Designated drop off / pick up points and times for pupils - Parents / visitors not to enter buildings - Copies of relevant risk assessments - Complete a training needs analysis to identify any additional staff training that will be required.	L	29/05/2020 updated and communicated 18/06/20
				Staff have had no training in the updated policies, processes and risk assessments.				
			Re-opening plans shared with governors.	Governors have different expectations / understanding of the offering the school is	M	Initial review of Risk Assessment with COVID-19 sub committee	L	22/05/2020
					M	EGM to confirm reopening plans	L	29/05/2020
		Communications with parents: · Plan for partial re-opening · Social distancing plan · Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning	Parents have different expectations of what offering the school is able to make	H	Inform pupils, parents and carers, staff and other visitors / suppliers not to enter the premises if they are displaying any symptoms of coronavirus. Inform parents that only one parent should attend at drop off / collection Inform parents of their allocated drop off /pick up time and the process for doing this Make clear to parents that they must not gather at entrances or doors Inform staff about plans and undertake training Ensure parents and staff have had sight of COVID-19 risk assessment Wellbeing and pastoral support has all been outlined to parents. Provision to remain in place when running online and in-school set-ups.	L	25/05/2020 Revised & updated 18/06/20	
		On-going regular communication plans determined to ensure parents are kept well-informed	Parents and pupils are unaware of the changes at school or expectations	M	Website updated with COVID-19 guidance to include publication of risk assessment. Links to government guidance included.	L	25/05/2020	

Theme	Who is at risk	Risk	Control Measures	Risk to Implementation	Risk level Pre	Action required	Revised Risk Level	Action completed date
Governors/ Governance	ALL		Governors are kept informed on all decisions relating to COVID-19. Approach to communication between leaders and governors is clear and well understood.	Failure to inform Governors of the risks and decisions relating to COVID-19	H	All board meetings held through zoom. COVID-19 sub committee formed during March and meets with Head / Bursar on a twice weekly basis. EGM's convened at critical decision points re funding / reopening	M	20/03/2020
			Governors are clear on their role in the planning and re-opening of the school, including support to leaders.	Failure to inform governors of the risks relating to the reopening of the school	H	Final opening decision to be held with Full Governing body on Friday 29 th May to confirm reopening plans and review Risk Assessments, risk register and associated documentation. Update to COVID 19 committee on extended reopening on Friday 19th June.	M	29/05/2020 & 19/06/20
			Ongoing review of government advice / guidance and that issued by advisory bodies (ISBA, BSA)	Failure to adhere to government advice / guidance resulting in increased risk of infection	H	A member of staff has been nominated to complete a daily / weekly review of the above and highlight key points. COVID-19 planning team to review key points and decide on actions required. COVID-19 risk assessment to be reviewed on an ongoing basis and updates communicated to staff and where relevant, parents and pupils.	M	01/06/2020
			COVID-19 Risk assessment	Failure to adhere to the content of this Risk assessment and any related policies / procedures leading to an increased risk of the spread of COVID-19 on site and possibility of criminal prosecution and / or civil liability	H	Member of SMT to be nominated to take overall responsibility for the implementation and monitoring of the risk assessment and any related policies / procedures. Procedures developed such as checklists to ensure compliance with the policy COVID -19 planning team to hold regular meetings to discuss response Action plans developed with SMART targets to address any issues Risk Assessment and related policies / procedures reviewed and updated where required and updates communicated.	M	29/05/2020 Reviewed on 18/06.20
Finance	School	Financial issues for school	Additional costs incurred due to COVID19 are understood and clearly documented.	Failure to run the school as a viable on-going concern	H	Costs of closure and reopening held within Finance team and presented to Governors.	M	29/05/2020
			Any loss of income understood including fee reductions, boarding and lettings.	Failure to run the school as a viable on-going concern	H	Cash flow and performance monitored on an ongoing basis. Additional funding requirements discussed and ratified at Full Board.	M	29/05/2020
			Reintroduction or re-contracting of services	Failure to provide enough notice to restart outsourced contracts	M	Waste collection to resume 1 st June for 2 weekly collections, to be reviewed on regular basis. Ongoing dialogue with outsourced catering providers Security guard to return on 1 st June.	L	22/05/2020

KEY

PHSE - Personal, Social, Health And Economic

HoDs - Heads of Department

SENCO - Special Educational Needs Co-Ordinator

SMT - Senior Management Team

EYES - Early Years Foundation Stage

EHCP - Education, Health and Care Plan

ISBA - The Independent Schools' Bursars Association

BSA - The Boarding Schools' Association

Theme	Who is at risk	Risk	Control Measures	Risk to Implementation	Risk level Pre	Action required	Revised Risk Level	Action completed date
Staffing Cont'd	Staff		Communication arrangements are in place with all staff who continue to work at home, including the vulnerable staff and their role in continuing to support the working of the school is clear.	Staff working from home do not feel supported or engaged with school life	H	Weekly Zoom HoDs meeting with LB, CG and RA to disseminate key weekly info. HoDs cascade info to teams. Regular departmental meetings are in place to talk to all staff who remain working from home. Large phase meetings held on Zoom when new information needs to be shared with whole school. SMT available on email, teams and telephone 7 days a week	M	29/05/2020
			Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a daily basis	Increased sickness levels within the physical school mean ratios can't be operated.	H	Teaching cover to be provided through online portals using one note and remote learning for pre prep, delivered in a school environment. Supervision to be provided from within on-site school staff / SMT	M	29/05/2020
		Prevention of the spread of Covid 19	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).	Poor hygiene practices increase the risk of onward transmission of COVID-19	M	Staff training to include clothing and hygiene expectations	L	29/05/2020
		Infection	Approaches for meetings and staff training in place.	Informal meetings held within staff body on site	M	All staff meetings to continue either using Zoom or small group meetings (no more than 4 individuals with individuals seated more than 2 meters apart) / 1:1's may take place in rooms where social distancing can be enforced	L	29/05/2020
		Prevention of the spread of Covid 19	Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.	Staffing levels stretched across the 3 school provisions of remote, physical and Key Worker	M	Staff who aren't in school to continue to teach in the online school. Staff preference to be considered as far as possible	L	29/05/2020
			Consideration given to the options for redeployment of staff to support the effective working of the school. If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.	TA s are required to lead some groups as not enough teachers on site to cover numbers.	M	TA's to teach as far as possible in their year group supported by a teacher including information on SEN. Training to be given Pupils to be split into revised forms to support	L	28/05/2020
			Approach to support wellbeing, mental health and resilience in place, including bereavement support	Staff & Pupils feel unsupported through the transition to physical school	M	'Welcome back to school' packages being created. School Counsellor available in school and remotely Remote and in school pastoral/Wellbeing provision to run side-by-side; form times, wellbeing sessions, PSHE work, wellbeing questionnaires, bereavement training for key staff, packages being created for staff by Head of Wellbeing in light of COVID-19.	L	28/05/2020
			How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.	Staff feel unsupported through the transition to physical school	M	Staff aware of who to go to with any anxieties over new working practices. School Counsellor available to staff Support numbers for education support services made available to staff	M	01/06/2020

Theme	Who is at risk	Risk	Control Measures	Risk to Implementation	Risk level Pre	Action required	Revised Risk Level	Action completed date
Staffing Cont'd	Staff	Staff wellbeing	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.	Parents / staff are unaware of how to access testing.	M	Staff training and expectations shared alongside details of how to obtain testing. Head EA to hold details of local testing facilities and how to access along with results.	L	29/05/2020
			The approach for inducting new starters has been reviewed and updated in line with current situation.	New starters are failed to be inducted properly	M	New starters to be inducted by line manager. Full induction to be reviewed for September.	L	29/05/2020
			Return to school procedures are clear for all staff.	Staff are not clear in the Schools expectations of them	M	Ongoing consultation and training with staff	L	29/05/2020
			Arrangements to return any furloughed staff in place.	Furloughed staff are not updated on the schools requirements	M	Furlough staff to be contacted with a proposed return date or extension to the furlough.	L	29/05/2020
			Any staff contracts that need to be issued, extended or amended considering the current situation have been.	Staff are not clear on roles	M	Review of all fixed term contracts.	L	29/05/2020
			Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.	HR processes are stopped	M	Ongoing HR processes have continued. Occupational Health to be utilised during this period.	L	29/05/2020
	Pupil	Pupil Education	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders.	Externally employed staff are not clear on what is expected of them.	M	Music lessons to continue via Zoom or Teams.	L	29/05/2020
Staff working from home			Staff working from home understand H&S requirements and feel supported by school	Aches and pains from adopting poor posture whilst using DSE	M	Employees who remain working at home are provided with guidance on the safe use of DSE and ways to maintain physical and emotional well being.	L	29/05/2020
				Fear / anxiety / stress caused by difficulty in completing work and lack of social interaction	M	Employees who remain working at home to be provided with information on whom they can speak to if they need help / extra support. Ensure line managers are communicating regularly with employees working from home to make sure they are coping.	L	29/05/2020
	School	Loss of capital	School owned equipment is not insured	Lack of insurance for school equipment	M	Confirm with insurers that any school owned equipment is covered when in employees home.		29/05/2020
First Aid	Staff, Pupils	Injury	Ensure adequate trained first aid / medical / administration of medication personnel	Various injuries as a result of delayed access to first aid/ administration of medication	H	List of onsite first aiders, medical team and those staff responsible for the administration of medication to determine who is available and adequate cover for each building First aid risk assessment updated to take account of reduced staff and pupils.	L	29/05/2020

Theme	Who is at risk	Risk	Control Measures	Risk to Implementation	Risk level Pre	Action required	Revised Risk Level	Action completed date
Social Distancing	Staff, Pupils	We Have to Accept that Children of Nursery, Reception & Year	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> Staggered or limited amounts of moving around the school/ corridors Classroom design Lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches Bubble groups mixing over breaks Toilet arrangements Staggered school drop off/pick up times and locations (if possible) 	<p>Failure to implement suitable social distancing measures in classrooms and other spaces could lead to the potential spread of COVID-19 between pupils and others on site.</p>	H	<p>Cohorts of staff and pupils within small groups (no more than 15) with each small group staying away from other people and groups.</p> <p>Implementation includes reorganisation of classrooms, implementation of one way systems with signage for external pathways, corridors and staircases, use of floor markings, roping off of zones in playgrounds, limitations on the number of people that can use each toilet and taping off of sinks / toilets to aid social distancing.</p> <p>Separate entrances, exits and drop off zones for each year group with stringent social distancing for handwashing on entry.</p> <p>Forms to be held in one classroom with one teacher, specialist teaching to be provided over zoom</p> <p>Classroom set up with desks 2m apart and clear markings on location and seating</p> <p>Pupils to remain at same desk with resources on a daily basis.</p> <p>Break times to take place in bubbles. Children to be given a roped of section of playground per bubble</p> <p>Lunch to be taken in classrooms or outside in social bubble.</p> <p>Toilets to be shared within a year group but managed by social bubble.</p>	M	01/06/2020
	Staff, Pupils		Information shared with parents regarding pupils travelling to school.	Staff and pupils may be at risk of contracting the virus whilst travelling to / from the school	M	<p>No car sharing to take place. Parents / carers to bring their own children to school (no minibus run)</p> <p>Parents to be encouraged to minimise number of passengers travelling to the School.</p> <p>Staff and Parents to receive a link to: COVID-19: safer travel guidance for passengers.</p> <p>Handwashing facilities to be provided at entrances to buildings.</p>	L	29/05/2020
			Social distancing plans communicated with parents, including approach to breaches.	Failure to implement suitable social distancing measures could lead to the potential spread of COVID-19	M	Parent guidance to be issued to all parents covering this including sanctions of consistent breaches of social distancing.	L	29/05/2020

Theme	Who is at risk	Risk	Control Measures	Risk to Implementation	Risk level Pre	Action required	Revised Risk Level	Action completed date
Social Distancing Cont'd	Staff, Pupils	Prevention of the spread of Covid 19	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.	Failure to implement suitable social distancing measures could lead to the potential spread of COVID-19	H	On arrival, after handwashing, pupils move straight to their classroom and sit at named table and wait for rest of class to arrive/class to begin.	L	29/05/2020
			Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	Failure to implement suitable social distancing measures could lead to the potential spread of COVID-19	H	Handwashing and cleaning (if needed) Risks assessments and individualised approach in place for students who might struggle to follow expectations	M	29/05/2020
			Approach to assemblies – if still occurring, plan in place to manage social distancing.	Failure to implement suitable social distancing measures could lead to the potential spread of COVID-19	M	No assemblies / virtual assemblies to take place. No gatherings outside of social bubble	L	29/05/2020

Theme	Who is at risk	Risk	Control Measures	Risk to Implementation	Risk level Pre	Action required	Revised Risk Level	Action completed date
Catering	Pupils	Infection, illness	Arrangements in place to provide food to pupils on site.	School kitchen has been closed.	H	Catering team to ensure Kitchens are opened in a safe and hygienic manner with appropriate H&S tests being carried out. Request copy of cleaning regime	L	29/05/2020
					M	Liaise with catering team re availability to work.	L	29/05/2020
					M	Re-open kitchen to provide takeaway style hot or cold meals for children.	L	01/06/2020
		Allergy reactions due to pupils bringing in food	All catering staff shielding, unable to return to work onsite from 1 st June.	M	Ensure caterers are following Guidance for food businesses on COVID-19 and working safely during COVID-19 in restaurants offering takeaway or delivery.	L	29/05/2020	
				H	Children able to bring packed lunches, parents reminded on the importance of no nuts / allergies and restrictions around content.	M	01/06/2020	
					Teaching staff & catering team to confirm all pupil allergies		29/05/2020	
				M	Catering team to deliver lunch to pre arranged stations to each classroom for pupils / staff to collect and eat at desk or outside Catering team to collect rubbish / wipe down desks post lunch, while pupils are out of the class room	L	29/05/2020	
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.	Failure to implement suitable social distancing measures could lead to the potential spread of COVID-19						

Theme	Who is at risk	Risk	Control Measures	Risk to Implementation	Risk level Pre	Action required	Revised Risk Level	Action completed date
Response to suspected/ confirmed case of COVID19 in school	Staff, Pupils	Infection	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> Which staff member/s should be informed/ take action Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated Cleaning procedure in place Arrangements for informing parent community in place 	<p>Failure to adequately recognise the symptoms could lead to a potential spread of COVID-19.</p> <p>Failure to adequately manage a suspected case could lead to a potential spread of COVID-19</p>	H	Medical Centre to remain as the isolation unit for any staff / pupils exhibiting symptoms of COVID-19	M	29/05/2020
					M	Track and trace system in place for establishing who has had contact and locations managed through the COVID-19 planning team.	L	29/05/2020
					M	Deep clean to be undertaken following government guidance: decontamination in a non healthcare establishment	L	29/05/2020
					H	Parent / carer / staff to be given details of how to obtain a test.	M	01/06/2020
						<p>Comms to go out to social bubble to inform parents that there is pupil displaying symptoms bubble to continue to attend school until results of test are known.</p> <p>COVID-19 planning team to co-ordinate response.</p> <p>Ensure any positive test results are communicated to the parent body and reported under RIDDOR 2013. All members of the bubble will be asked to stay at home and self isolate for 14 days. Report to Government track & trace. Members of their household do not need to unless the individual starts to show symptoms.</p> <p>Public Health England (PHE) advice to be followed in relation to any suspected / confirmed case.</p>		01/06/2020
Response to suspected/ confirmed case of COVID19 out of school	Staff, Pupils	Infection	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> Cleaning procedure in place Arrangements for informing parent community in place 	Failure to adequately manage a suspected case could lead to a potential spread of COVID-19	M	<p>If a pupil displays symptoms outside of school, the pupil should not be sent into school. This school should be contacted and a test booked.</p> <p>The class will be moved to an alternate room, as a precaution, to continue with their class and the other class will be deep cleaned.</p> <p>In the event of a positive test, results are communicated to the parent body. All members of the bubble will be asked to stay at home and self isolate for 14 days. Report to Government track & trace. Members of their household do not need to unless the individual starts to show symptoms.</p>	L	29/05/2020

Theme	Who is at risk	Risk	Control Measures	Risk to Implementation	Risk level Pre	Action required	Revised Risk Level	Action completed date
Contractors visiting site	Staff, Pupils, Contractors	Spread of Covid 19 within the social school bubble	Access to be restricted to only those persons who are essential	Increased numbers of visitors on site could lead to a potential spread of COVID-19	M	<p>Meetings with visitors to be held remotely where possible.</p> <p>Limit the number of visitors / contractors on site.</p> <p>Records to be kept of all contractors / visitors to enable track and trace if necessary – ensure contact details are obtained.</p> <p>Limit the areas that contractors / visitors are permitted to access.</p> <p>Reschedule the times (where possible) that contractors / visitors attend site to minimise interaction with staff and pupils</p> <p>Obtain confirmation from contractors / visitors that they do not have symptoms of COVID-19 or any other cold /flu symptoms.</p> <p>Arrange for deliveries to be left in a designated area (garages / security hut) to avoid delivery drivers entering the building.</p> <p>Remind contractors / visitors about good hygiene practices and ask them to wash hands. Direct them to the nearest handwash station.</p> <p>Remind staff about the importance of maintaining 2m distance whilst accompanying contractors / visitors.</p> <p>Obtain copies of contractors COVID-19 risk assessments and ensure they are adhering to this.</p> <p>Clean / disinfect areas that have been temporarily occupied by contractors.</p>	L	29/05/2020

Theme	Who is at risk	Risk	Control Measures	Risk to Implementation	Risk level Pre	Action required	Revised Risk Level	Action completed date
Pupil Re-orientation <i>back into school after a period of closure/ being at home</i>	Pupils & Staff	Wellbeing of pupils	List of all critical worker parents up to date, including those who haven't yet taken up the offer	Increased numbers of pupils joining key worker school could lead to inadequate	M	List available from the admin team working in the Key Worker School. Member of SMT running KW school oversees staffing requirements.	L	22/05/2020
			Approach and expectations around school uniform determined and communicated with parents.	Availability of changing space	M	Clothing to be worn that can be washed on a daily basis.	L	29/05/2020
			Changes to the school day/timetables shared with parents.	Expectations of parents differ from offering from school	H	Parents to receive full guidance on the school day and expectations of pupils.	M	29/05/2020
			All students instructed to bring a water bottle each day. Water fountains not in use or strict social distancing and cleaning arrangements in place.	Sharing of resources could lead to a potential increase in the spread of COVID-19	H	Pupils and parents informed about the importance of bringing your own water bottle. Touch point on water chiller. Outside drinking water fountains removed or capped off. Internal water filling stations to be taped to remind of social distancing. Pupils / staff to be reminded about using a bottle at internal water filling stations.	M	29/05/2020
			Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff. This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.	Pupils feel anxious about the return to a physical school or continuation of remote learning school	M	All pupils have been learning from home throughout this process. Guidance will be circulated to teachers on a 'Welcome back' presentation outlining key changes, guidance, etc	L	29/05/2020
					M	Pupils who have been attending the Key Worker School will join their respective year groups if they are due to return to school after a 7 day half term break.		01/06/2020
					M	A programme of Wellbeing events is planned to support pupils on their return to school; Wellbeing walks, PSHE lessons, outside reading time, time to reflect		01/06/2020
			Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	Pupils feel anxious about the return to a physical school or continuation of remote learning school		Wellbeing programme in place - daily events. School Counsellor available in school and remotely. Key staff to undertake bereavement training.	L	
					M	Wellbeing questionnaires to continue		01/06/2020
Re-orientation support for school leavers is developed.	Pupils feel anxious about the return to a physical school or continuation of remote learning school	M	Transition process to be tweaked to support Year 6 leavers	L	01/06/2020			
Consideration of the impact of COVID19 on families and whether any additional support may be required	Pupils and their families have suffered as a result of the COVID-19 pandemic	M	Wellbeing programme in place - daily events. School Counsellor available in school and remotely. Key staff to undertake bereavement training. Wellbeing questionnaires to continue	L	01/06/2020			

Theme	Who is at risk	Risk	Control Measures	Risk to Implementation	Risk level Pre	Action required	Revised Risk Level	Action completed date
Partial Re-opening Transition into new year group What will need to be different this year because of COVID19?	Pupils	Pupils wellbeing	All pupils to continue to have access to technology and remote learning offer. Blended approach between physical and remote learning developed for year 6.	Pupils including those shielded and vulnerable pupils do not have access to any form of learning	M	Parental choice for remote or physical school within year groups that have been mandated to return by Government. Numbers to be capped in physical school after opening due to social bubble. opt in's beyond opening bubble capacity not possible.	L	25/05/2020
			Ongoing support for families and young people around transition.	Transition processes do not take place leading to pupil anxiety for September	L	Heads of Years, Wellbeing Team, and Deputy Head Pastoral planning for transition	L	29/05/2020
			Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face: <ul style="list-style-type: none"> • EYFS to Year 1 • Year 2 - Year 3 • Year 5- Year 6 • Vulnerable children • Children with SEND • Physical and sensory needs, including adaptations, equipment etc (lead in times) 	Transition processes do not take place leading to pupil anxiety for September	L	Next year's forms already being considered We are awaiting further government guidance in terms of year groups returning and how much transition work we can do face-to-face/remotely. In-depth planning will take place and best fit combinations will be discussed taking into account all, and any factors surrounding a child.	L	29/05/2020
Safeguarding	Pupils	Pupil safety	Individual pupils risk assessments are in place and welfare checks being undertaken.	Safeguarding does not follow stringent policy and process.	M	Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups. Early support - pre return work being done where applicable	L	29/05/2020
			Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Safeguarding does not follow stringent policy and process.	M	Staff refresher training before term started Staff training pre June 1 st on processes and procedures and the revised wellbeing support.	L	29/05/2020
			Updated Child Protection Policy in place.	Safeguarding does not follow stringent policy and process.	M	COVID-19 Addendum is in place	L	29/05/2020
			Work with other agencies has been undertaken to support vulnerable pupils and families.	Safeguarding does not follow stringent policy and process.	M	This can still take place when applicable.	L	22/05/2020
			Consideration given to the safe use of physical contact in context of managing behaviour.	Physical contact could lead to a potential spread of COVID-19	M	Staff to be re-trained	L	29/05/2020